



NASA Portal Content Management System (CMS) Training

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NASA Portal Team**

Jet Propulsion Laboratory

v. 4.0, October 2004

www.etch.net



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Welcome

Welcome to NASA Portal Publishing Training. As content creators, publishers, or editors who will publish to the NASA Portal, you will use the Content Management System (CMS). This training focuses on how to use the CMS to create and publish Portal content.



Training Objectives

To publish in the CMS you need to know

- ▶ The purpose and function of the NASA Portal.
- ▶ The Portal and CMS Information Architecture.
- ▶ How to navigate within the CMS.
- ▶ How to create content using Authoring and Presentation Templates
- ▶ How to manage digital files (“assets”) in the CMS.
- ▶ How to apply Workflow to publish your pages in a distributed publishing environment.
- ▶ How to ensure 508 compliance to make your content accessible for broad audiences.



Training Approach

To accommodate different learning styles, this training will include

- ▶ **Short demos and lectures on Portal functions, features and navigation.**
- ▶ **Hands-on exercises.**
- ▶ **Question-answer sessions**

An assumption...

- ▶ **We assume that trainees have basic knowledge of Web publishing and HTML.**



Introductions

Please share with us:

- ☐ **Your name and affiliation**
- ☐ **Your experience with the NASA Portal or other NASA websites**
- ☐ **Your goals for this training**



Module 1:

The NASA Portal Tour



Purpose of the NASA Portal

“Beginning in early 2003, NASA will provide an integrated and user-friendly NASA-wide Internet portal that will provide improved public access to NASA Mission results and other products, improved visibility into NASA plans and programs, and enhanced communication among NASA employees and contractors.”



**NASA Administrator Sean O'Keefe,
*2003 NASA Strategic Plan***



Purpose of the NASA Portal (*cont'd*)

To provide NASA audiences with a single point of entry to NASA information resources—specifically:

- ▶ Provide NASA audiences with the most up-to-date information.
- ▶ Allow NASA audiences to navigate easily to find the information they seek.
- ▶ Present a consistent “look and feel” for the NASA “image.”
- ▶ Provide quality content to the general public.
- ▶ Create a positive experience for NASA audiences.



Portal Benefits

Quality

- ▶ Ensures consistency of NASA organization image.
- ▶ Ensures editorial integrity of published content for various audiences.
- ▶ Ensures version control of published content to allow easy roll-back.
- ▶ Optimizes public experience based on tested user feedback.
- ▶ Allows users to personalize content using *My NASA*.
- ▶ Extends the public experience to other NASA sites through versatile Search tools.



Portal Benefits *(cont'd)*

Security

- ▣ Provides a secure data center environment that results in fewer attacks
- ▣ Reduces the high cost of security breach investigations

Efficiency and Costs

- ▣ Automates routine tasks for easier content creation
- ▣ Automates publishing—distributed Publish Workflows with automatic low-bandwidth parallel
- ▣ Provides integrated 508 compliance checks.
- ▣ Provides integrated metrics reporting and standards testing
- ▣ Provides a consolidated, high-availability hosting environment.
 - ▣ Static html page delivery – (sub-second response)
 - ▣ High bandwidth streaming and on-demand multimedia delivery
 - 300 mbps window with +1,500 mbps instantaneous



To Ensure the Portal's Success

Content providers should

- ▶ Understand the needs of internal and external NASA constituents.
- ▶ Ensure that content promotes NASA's vision.
- ▶ Commit to providing timely and compelling content to the Portal.
- ▶ Integrate their sites into the Portal Content Management System to promote content sharing and ensure a consistent user experience.



Editorial and Style Guidelines

To ensure a consistent “look and feel” that enhances the user’s experience and encourages return visits, the Portal provides a consistent style and format:

- ▶ The NASA Portal Editorial Board gives direction and establishes standards for content and style.
- ▶ Online Style Guides
 - http://www.hq.nasa.gov/pao/portal/docs/standards_index.pdf
 - Define standards for content presentation.
 - Enable brand consistency, efficiency, and usability.
 - Encourage consistency in “voice” in a distributed publishing community.



Touring the Portal


<http://www.nasa.gov>

- ▣ **Information Architecture**
- ▣ **Terminology**




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
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In his 20 years of service to NASA, Robert Schainman shaped the corporate identity of the agency.
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The next President's Commission on Implementation of U.S. Space Exploration Policy news conference is 4 p.m. Thursday in Atlanta.
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On Tuesday at 2 p.m. EST at Headquarters, NASA will announce new evidence of water discovered at the Mars landing site.
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The MGR4 Web site launched an interactive program giving any citizen of cyberspace the chance to drive NASA's Mars Rovers.
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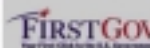
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EYE ON EARTH

NASA's Earth image of the day



EARTH HAUL

Severe Storm
Furiosa Flood
Recent Video

Welcome to Life on Earth. NASA has a mission to help us all better understand and protect our planet. Learn how we are contributing to make our home a better place for all of us.

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Anyone who feels a suspended sense of weight should visit the Columbia Space Station at 11:00 AM-4:00 PM.

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Humans in Space

Since 1961, more than 400 human beings have ventured into space. Now aboard the International Space Station, astronauts are working to improve life on Earth and extend life beyond our home planet.



Humans in Space

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Mars Exploration Rover's Spirit geologists are next in line to visit the Red Planet.



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Mars Exploration Rover's Spirit geologists are next in line to visit the Red Planet.

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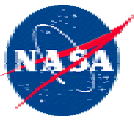
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+ View
- NASA and Disney Worked Together**
NASA helped Disney plan the Mission: SPACE ride!
+ View

did you know?
Canada, Belgium, Denmark, France, Germany, Italy, Netherlands, Norway, Spain, Sweden, Switzerland, the United Kingdom, Japan, Russia, Brazil, and the U.S. are all building parts of the ISS.

what does it mean?
(Click on a word below to find out what it means.)

- pressure
- probe
- propulsion
- rocket
- radiation
- reflective
- rehydrate

+ more words...

COOL NASA STUFF

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- EL 5L04 - Search for the Search for New Worlds**
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- EL 5L04 - NASA Official to Share New Views with Students**
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
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On Tuesday at 2 p.m. EST, all
telescopes, NASA will announce
the discovery of water discovered
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FEATURE

Reflections on Life...in the Jungle 03.09.04

Brilliantly colored strawberry poison dart frogs singing in the jungle below didn't notice the NASA DC-8 flying laboratory passing overhead. After all, there is little disturbance to the rain forest by an aircraft far above.




Image to right: A colorful strawberry poison dart frog (*Dendrobates pumilio*) brightens the Costa Rican rain forest. Credit: NASA/Jim Ross

The DC-8's mission is NASA's AirSAR 2004 campaign, a three-week Earth science expedition by an international team of scientists. Flying over the La Selva rain forest in Costa Rica, scientists aboard the flying laboratory are using an all-weather imaging tool called the Airborne Synthetic Aperture Radar (AirSAR).

The radar, developed by NASA's Jet Propulsion Laboratory, Pasadena, Calif., can penetrate the dense rain forest canopy and scan through clouds to produce highly accurate topographic computer models.




Image to left: JPL scientist Paul Siqueira sets up one of several radar reflectors used for AirSAR calibration by mission scientists. Credit: NASA/Jim Ross

Recently, triangular radar reflectors were set up in the La Selva jungle at precise points on the ground so that scientists aboard the aircraft could calibrate the AirSAR radar from the air. The silver, aluminumized reflectors temporarily added a decidedly high-tech look to the natural surroundings in which they were placed.

AirSAR 2004 scientists are endeavoring to accurately inventory Costa Rica's tropical rain forests and irreplaceable archeology by characterizing past and present human impacts on them. The plan is to help prevent further loss of the country's unique natural and cultural resources.

The DC-8 and its AirSAR sensors provide unique data not available from other space-based or commercial airborne platforms. The unique aircraft has flown hundreds of Earth science payloads such as the AirSAR, contributing to the ever-growing knowledge base of science data gleaned from the air.




Image to right: The view from NASA's DC-8 down on a Costa Rican rain forest during the AirSAR 2004 mission. Credit: NASA/Jim Ross

NASA's Dryden Flight Research Center, located at Edwards Air Force Base, Calif., operates the aircraft, along with two high-altitude ER-2 science platforms.

Following the rain forest radar imaging effort, the DC-8 is off to ice-covered Antarctica, where it will begin characterizing the impact of climate change on glaciers and ice shelves in the Antarctic Peninsula area which seem to be contributing to sea level rise.




Image to left: NASA's DC-8 being towed at Juan Santamaría International Airport in San Jose, Costa Rica. Credit: NASA/Jim Ross

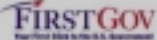
AirSAR's 2004 campaign is a collaboration of many U.S. and Central American institutions and scientists, including NASA, the National Science Foundation, the Smithsonian Institution, the National Geographic Society, Conservation International, the Organization of Tropical Studies, the Central American Commission for Environment and Development, and the Inter-American Development Bank.

For information about AirSAR, visit: <http://airsar.jpl.nasa.gov/> and <http://www.stfc.nasa.gov/Research/AirSAR/index2.html>


Photos of NASA's DC-8 flying laboratory and the AirSAR 2004 campaign can be downloaded at: <http://www.stfc.nasa.gov/Gallery/PhotoDC-8/index.html>

Movies of NASA's DC-8 flying laboratory and the AirSAR 2004 campaign can be downloaded at: <http://www.stfc.nasa.gov/Gallery/MovieDC-8/index.html>

Gray Greenle
NASA's Dryden Flight Research Center




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Editor: Dennis Armstrong
NASA Official: Brian Dunbar
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Low-Bandwidth (Text-only) Site



The CMS automatically generates a Low-Bandwidth version of the site for 508 Compliance. Content creators do not have to create duplicate text-only pages.

Exception: Flash assets require that a separate text-only document be created and embedded into the Flash javascript wrapper.





Group Exercise 1: Portal Navigation

▶ Start at the Home Page

- ▶ Name the global navigation choices
- ▶ Name the 3 *Vision* areas
- ▶ Name the audience segments
- ▶ Click on one *Vision* area
 - List the left navigation buttons
 - List the global navigation buttons

▶ Return to the Home Page

- ▶ Click on a different *Vision* area and compare with the previous one.

▶ Click on a Landing Page

- ▶ How many Collections are on this page?
- ▶ How many “Promotional Snippets”?
- ▶ What are the elements of a “Promotional Snippet”?

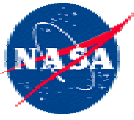


Questions?



Module 2:

Content Management System (CMS) Tour

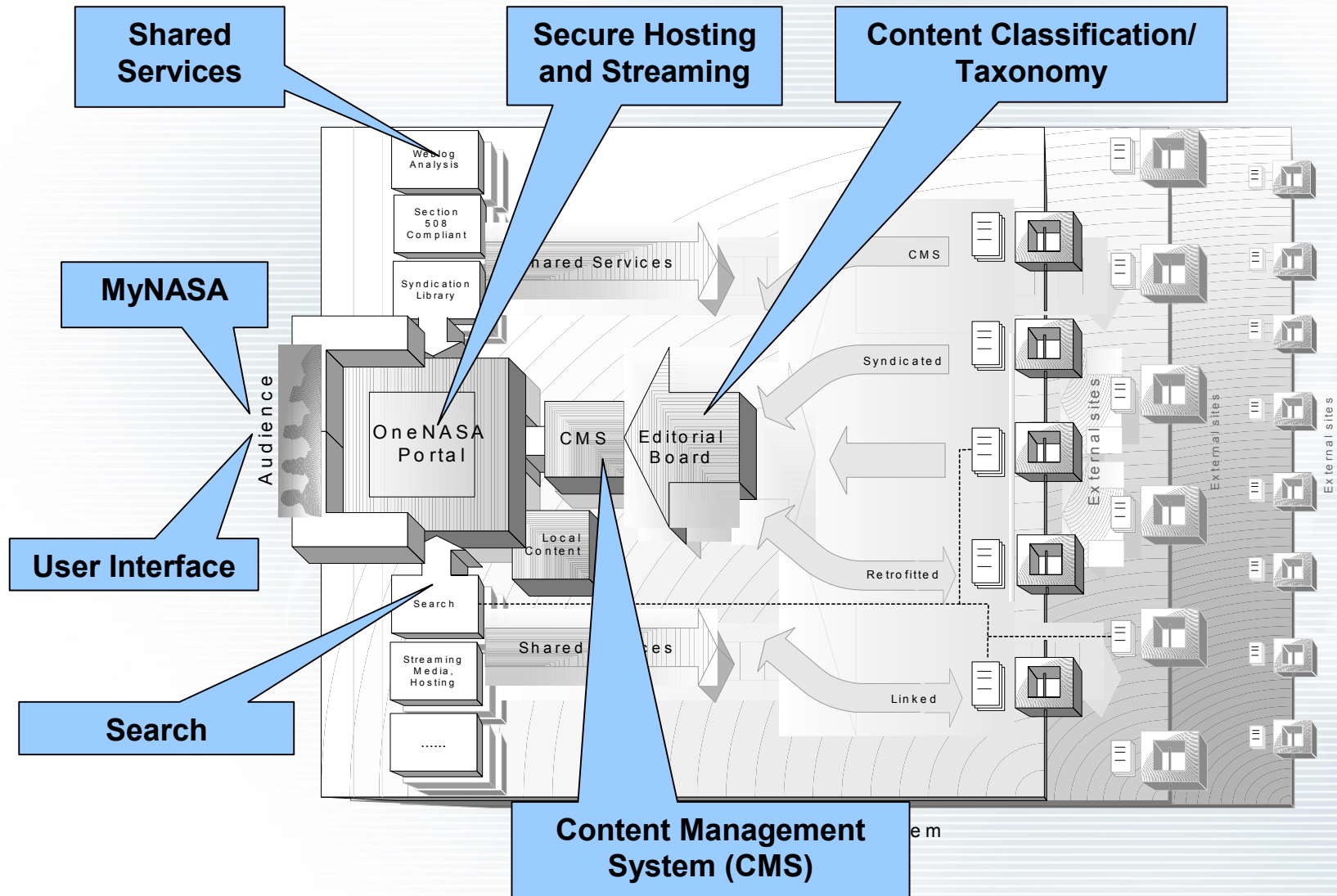


In Module 2 You Will Learn About:

- ▶ **Portal Infrastructure Elements and Services.**
- ▶ **Portal Information Architecture.**
- ▶ **Portal and CMS Terminology.**
- ▶ **How the CMS Manages Content**
- ▶ **Hosting and Streaming**
- ▶ **Portal Search**
- ▶ **Shared Services**
- ▶ ***Etc.***



Portal Infrastructure Elements





Information Architecture (IA)

▣ Description

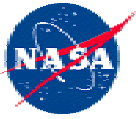
- Elements include navigation systems, labeling systems, organization systems, indexing, and searching methods.

▣ Purpose

- Determines what navigation is used on Presentation Templates.
- Provides a structure for the user-focused presentation of content.
- Supports NASA's communication objectives.

▣ Benefits

- Ease of use.
- Helps branding (clean and logical structure).



Taxonomy

▣ Description

- Method of classification.
- Drives the Information Architecture (CMS Category folders).
- Descriptive taxonomy drives content metatagging for controlled classification.
- Controlled classification allows content capture for browsable directories.

▣ Purpose

- Facilitates publication of content.
- Provides classification based on subject matter.

▣ Benefits

- Ease of information retrieval.
- Efficiency of publication.
- Allows potential re-organization of presentation conventions.



User Interface

▣ Designed for Easy User Navigation

- ▶ Independent usability studies determined the look and feel of the Portal interface.
- ▶ Designed to minimize the number of clicks required to get to meaningful content.

▣ Designed for Consistent Look and Feel

- ▶ Scripted templates specify a consistent presentation format.

▣ Benefits

- ▶ Recognizable NASA “brand” image.
- ▶ Easy for users to find the information they need.
- ▶ Easy site maintenance.
- ▶ Efficient publication process.



CMS Features

Scalable, standards-based architecture that automates and controls

- ▣ **Content submission, creation, editing, and approval.**
- ▣ **Content classification (metatagging based on the Dublin Core).**
- ▣ **Content publishing.**



How the CMS Manages Content

The CMS manages content by providing

- ▣ **Central repositories for document and media files (images, movies, Flash files, pdfs, etc.).**
- ▣ **Asset versioning.**
- ▣ **Process flow with escalation and notification.**
- ▣ **Access control and delegation.**
- ▣ **Multiple site publishing.**
- ▣ **Automated content generation and publishing.**
- ▣ **Functions that separate authoring from presentation, governed by NASA-approved style guidelines.**
- ▣ **Audit trail reporting.**



Hosting and Streaming

▣ Description

- Sprint hosts the hardware for all applications and web servers
- Servers in datacenters in Reston, VA, Santa Clara, CA, and Denver, CO.
- Data Centers are secure, hardened, world-class facilities that provide 99.95% server availability.
- Speedera provides caching infrastructure on more than 100 global edge servers.
- Speedera provides streaming capacity.

▣ Purpose

- Provide a world-class content delivery system.

▣ Benefits

- Delivers content efficiently during NASA events.
- Provides excellent delivery performance for NASA images.
- Allows plenty of capacity for NASA multimedia presentations.
- Consolidates management of internet security.



Portal Search

▣ Description

- Verity K2 Enterprise is the search engine for nasa.gov.
- Verity Intelligent classifier for content classification
- Industry leader in search engines

▣ Purpose

- Provides the means to search NASA-wide content.
- Provides the means to classify content by defining relevancy weightage and business rules.

▣ Benefits

- Find information quickly, without knowing where it is.
- Advanced Search and Browsible Site Directory for power search users.



Shared Services

▣ Description

- **Robust Accessibility Management and Production (RAMP)—stand-alone Section 508 accessibility compliance checker for HTML documents.**

▣ Purpose

- **Verify Section 508 compliance of HTML pages**

▣ Benefits

- **Automates analysis and remediation of Section 508 rules and W3C WAI Web Content Accessibility Guidelines.**



Urchin Weblog Analysis

▣ Description

- Urchin is the Weblog Analysis tool for the NASA.gov portal.

▣ Purpose

- Tool to determine what end users are most interested in.
- Sophisticated Weblog analysis.
- Secure authenticated Web-based reporting.
- Top search terms.
- Periodic analysis reports (daily, weekly, monthly, ...).

▣ Benefits

- Site owners can continually improve the content needs of their end users.
- Site owners can ensure that content is being delivered to all end users in a timely manner and under all conditions.



CMS Terminology—Assets

- ▣ **Assets are**
 - ▣ Documents (structured)
 - ▣ Library items (unstructured)

- ▣ **Asset components:**
 - ▣ Properties
 - ▣ Content Body
 - ▣ Promotional Elements
 - ▣ Metadata

- ▣ **Assets are stored in Categories**
 - ▣ Categories are like folders



CMS Terminology—Documents

- ▣ **Documents—Structured content created using an Authoring Template**
 - ▣ Documents consist of Properties, Content, Promotional Elements and Metadata.
 - ▣ Some documents can be embedded within other documents
- ▣ **Documents can be**
 - ▣ Embeddable—inserted into other documents, such as NASA Facts
 - ▣ Non-embeddable, e.g., Detail Pages, Landing (index) Pages
- ▣ **Documents are transformed into publishable, flat HTML pages using**
 - ▣ Presentation Templates



CMS Terminology—Library Items

▣ Library Items—Reusable, unstructured pieces of content, typically

- ▶ Images
- ▶ Movies
- ▶ Flash modules
- ▶ PDFs
- ▶ etc.



CMS Terminology—Categories

Categories—Document and Library assets are stored in hierarchical Categories that function like directories (folders) and correspond to the Portal Information Architecture (IA). Correct storage of assets in the CMS Category hierarchy is essential so that published pages display with the appropriate global and left navigation.



CMS Terminology—Templates

▣ **Templates are**

- ▣ **A special document type used for creating or presenting content**
- ▣ **Contain scripts (program code) that may**
 - **Retrieve or submit content**
 - **Format and style content**
 - **Provide additional boilerplate text**
 - **Invoke standard, reusable parts of a page**

▣ **The CMS employs two types of structured Templates**

- ▣ **Authoring**
- ▣ **Presentation**



CMS Terminology—Templates (*cont'd*)

▣ Authoring Templates

- ▶ Define body content and promotional elements for a variety of page types.
- ▶ Are supported by background style sheets that control fonts and other attributes for a consistent Portal look and feel.

▣ Presentation Templates

- ▶ Retrieve and display structured content with a defined look and feel. The *wrapper defines the position and style of various fields*.
- ▶ Allow various content elements to be *displayed in a pre-defined form*.
 - Header, footer, and other attributes are defined and may not be altered by the content creator.



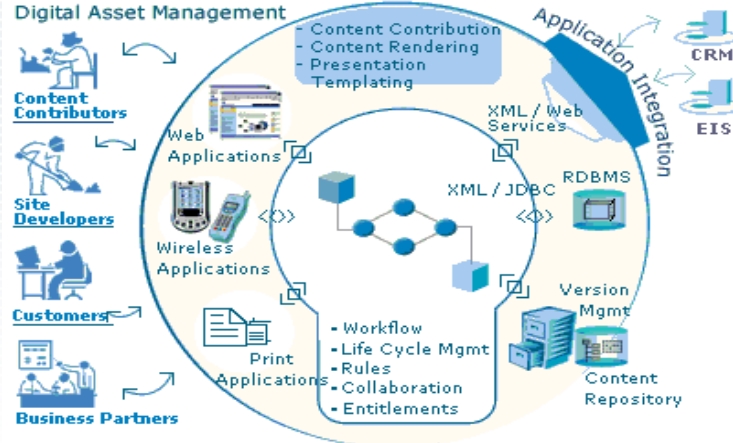
CMS Login

<http://cms.nasa.gov/>

Digital Asset Management - (v1.3.1.0.13)

eTouch Digital Asset Management (DAM) empowers non-technical users to contribute and edit content using pre-defined and customizable templates with easy-to-use graphical interface. Business users who have little or no understanding of HTML can copy and paste from existing documents or create new content. The eTouch DAM Solution also provides the ability to define full content lifecycle and set up role-based workflows to ensure that content goes through the proper approval process before being published to the Web. The content is version controlled and audit trails are maintained for tracking all changes to content. The content is stored in XML format which enables the same content to be automatically repurposed to web-ready formats such as HTML, WML or PDF.

Digital Asset Management



eTouch Digital Asset Management Solution includes:

- Content Contribution and Editing
- Content Repository and Versioning
- Workflow and Approval
- Presentation Templates
- Content Rendering

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Login Name:

Password:

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Alerts

IMPORTANT: Categories for May
The "-May" extension has been removed from all categories created specifically for the May release. Authors have to be careful about the categories where they are creating their assets.

IMPORTANT: Landing Pages/Collections for May
Landing Pages and Collections meant for the May Release would be getting made in all the categories. Landing pages will be called index1 instead of index. Authors for current release please take note.

IMPORTANT: Presentation templates for May
Authors creating content specifically for May Release please note, you need to associate a different set of presentation templates to get the May look-n-feel. These templates are within a separate category under NASARoot(Production).

My Workitems

Asset Name	Category	Workflow	Current State	Notes	Audit
ellora_test	Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Eashwer	TrainingWorkflow	Content Approved		

List of Active Workflow Assets for the signed-in User. "My Workitems" changes to "All Workitems" when there are no items in the active Workflow awaiting action by the signed-in user.



Content Authoring Screen



Digital Asset Management

Welcome Venugopal Shastri

Document



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- Documents
- Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration

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[Library viewer](#)

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[Doc Explorer](#)

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Content Authoring

Content Authoring

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Two Content Authoring repositories:

1. **Documents**
2. **Library Items** (images, pdfs, movies, Flash files, etc. that will be embedded in document assets.)

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Document Item Viewer

Category Navigation ("cookie crumb trail")

Document Item Viewer: All Assets

Document Viewer Toolbar

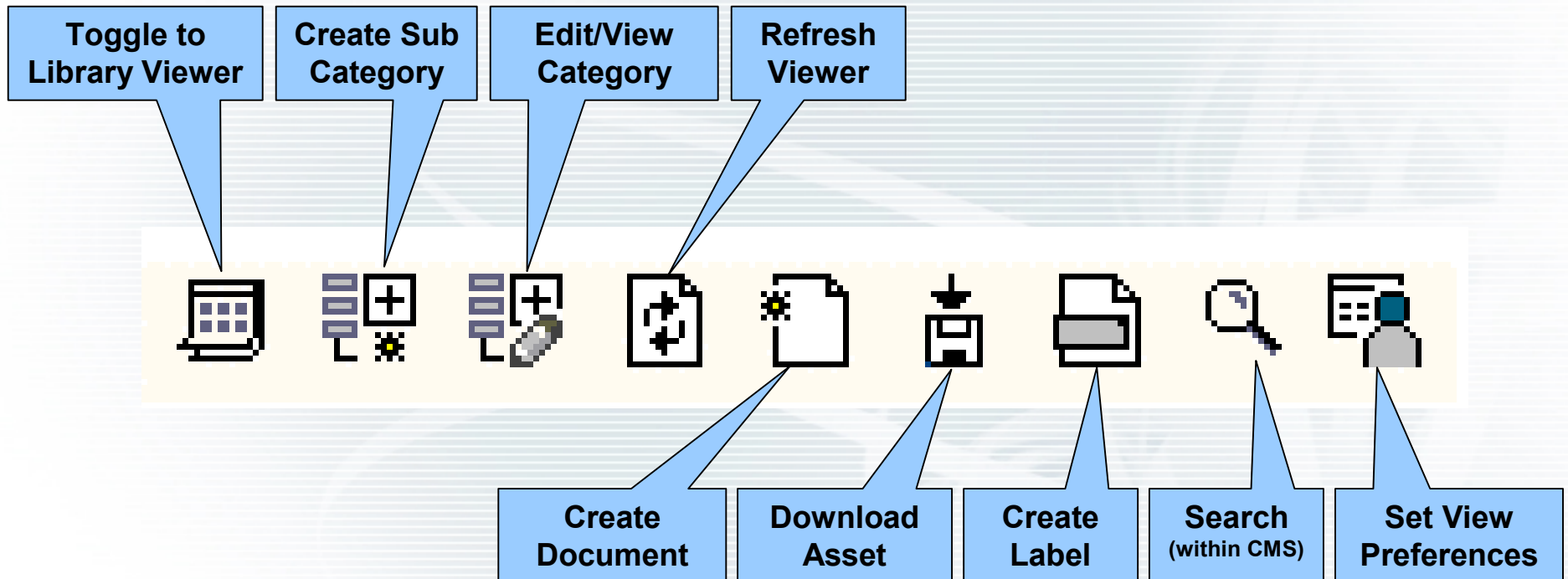
Left-click an Asset name to see the pop-up menu, which allows you to perform tasks related to assets

Version Control Actions (e.g., Check In, Check Out)

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by	Curr. ver.	Action	Annot.
Index	9,849	main			30-Mar-2004 06:55:47 PM	etrevanthen	1		
Content					30-Mar-2004 06:55:11 PM		1		
Meta Properties					26-Mar-2004 02:38:59 PM		3		
Access Control					04-Feb-2004 08:57:12 PM	etrevanthen	3		
Revision	11,297	main			21-Nov-2003 08:26:25 PM				
Tags					13-Oct-2003 03:16:33 PM				
Make Branch	13,366	main			08-Oct-2003 01:14:04 PM				
Audit Trail					08-Oct-2003 01:00:52 PM		1		
Dependency List	81,419	main			08-Oct-2003 01:00:51 PM		1		
Site Dependency					08-Oct-2003 01:00:51 PM		1		
Related Documents	10,209	main			08-Oct-2003 01:00:51 PM		1		
Workflow					08-Oct-2003 01:00:51 PM		1		
Download	9,705	main			08-Oct-2003 01:00:51 PM		1		
Embedded Items					08-Oct-2003 01:00:51 PM		1		
Newton's Law	414 B	main			08-Oct-2003 01:00:51 PM		1		
Halleys Comet Orbit	360 B	main			08-Oct-2003 01:00:51 PM		1		
Compton Gamma Ray Observatory	419 B	main			08-Oct-2003 01:00:51 PM		1		
Hubble Images Odd Shape	384 B	main			08-Oct-2003 01:00:51 PM		1		
Eclipse	502 B	main			08-Oct-2003 01:00:51 PM		1		
Hubble Images Odd Shape	657 B	main			08-Oct-2003 01:00:51 PM		1		
Eclipse	573 B	main			08-Oct-2003 01:00:51 PM		1		



Document Viewer Toolbar





Library Item Viewer

Category Navigation ("cookie crumb trail")

Library Item Viewer Toolbar

Left-click an Asset name to see the pop-up menu, which allows you to perform tasks on assets.

Version Control Actions (e.g., Check In, Check Out)

Digital Asset Management

Library Item Viewer: All Assets

Category: Root > NASA WorkArea > CMSTraining > CMSTrainingContent > File

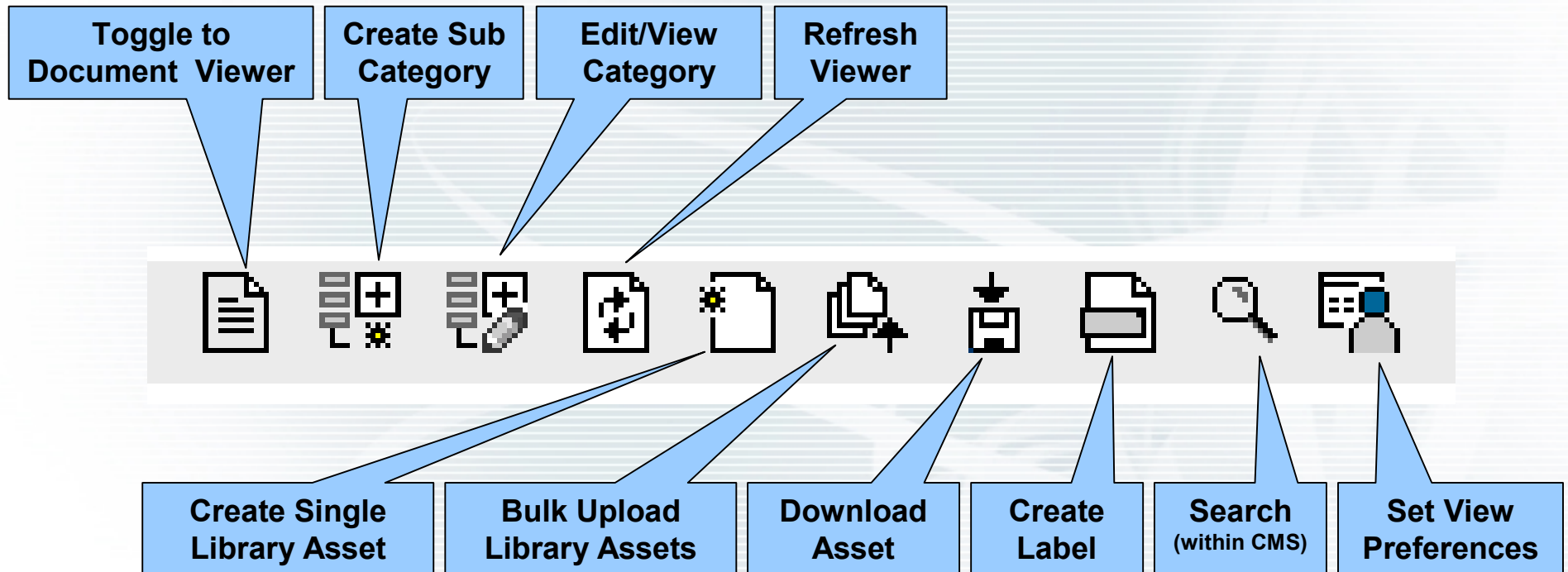
View mode: All Assets

Perform Actions: Perform action

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by	Curr. ver.	Action	Annot.
Thumbnail	8.442	main			03-Jun-2003 10:53:58 PM		2	[Icon]	[Icon]
Thumbnail	9.662	main			09-Jun-2003 06:52:04 PM		4	[Icon]	[Icon]
Thumbnail	8.442	main			26-Jun-2003 10:25:43 PM		1	[Icon]	[Icon]
Thumbnail	9.662	main			13-Aug-2003 02:10:56 PM			[Icon]	[Icon]
Thumbnail	10.063	main			13-Aug-2003 02:12:21 PM			[Icon]	[Icon]
Thumbnail	9.662	main			13-Aug-2003 02:49:53 PM			[Icon]	[Icon]
Thumbnail	2.8	main			14-Aug-2003 02:13:40 PM		1	[Icon]	[Icon]
MISSION_SUPPORT_Fill-in Nomination Form.doc	92	main			16-Aug-2003 11:04:27 AM		1	[Icon]	[Icon]
Fill-in Nomination Form.doc	93.5	main			16-Aug-2003 11:04:29 AM		1	[Icon]	[Icon]
NET Fill-in Nomination Form.doc	94	main			16-Aug-2003 11:04:32 AM		1	[Icon]	[Icon]
47240main_tema2.jpg	12.281	main			27-Aug-2003 03:26:53 PM		1	[Icon]	[Icon]
47253main_FireWest.jpg	36.313	main			27-Aug-2003 03:26:53 PM		1	[Icon]	[Icon]
47326main1_Washington_Small.jpg	80.094	main			27-Aug-2003 03:26:54 PM		1	[Icon]	[Icon]
test_image_1	8.769	main			02-Sep-2003 07:27:26 PM		2	[Icon]	[Icon]
test_image_2	8.769	main			02-Sep-2003		1	[Icon]	[Icon]



Library Item Viewer Toolbar





Questions?



Module 3:

Content Creation: Creating Library Items



In Module 3 You Will Learn To:

- ▶ Log in/out of the CMS.**
- ▶ Create bookmarks to aid navigation.**
- ▶ Use the toolbar to navigate between Document and Library Item Viewers.**
- ▶ Create a single library asset.**
- ▶ Upload and define Properties for bulk Library assets.**
- ▶ Check in assets (versioning).**



Progress: 5-Step Process for Creating and Publishing Documents

- **1. *Upload pre-sized images and/or media files to CMS Library area and create Library Assets.***
- 2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.**
- 3. Create a Collection of Detail Page documents.**
- 4. Create a Landing (index) Page (collection of Collections).**
- 5. Apply the Publish Workflow to appropriate assets.**



Pre-Size Images in Advance

- ▣ **Images *must* be pre-sized and processed in Photoshop or another image processing tool before creating or bulk uploading image assets in the CMS.**
- ▣ **Remember to create one representative Promotional Thumbnail image (64 W x 48 H).**
- ▣ **Name images with easy-to-recognize file names.**
 - ▣ *Examples:*
 - aurora_borealis_220x200.jpg
 - aurora_borealis_tn.jpg or aurora_borealis_thumb.jpg
 - aurora_borealis_hi-res.jpg



Navigate to Library Item Viewer

Content Tools

Home

- Home
- Content Authoring
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- Bookmarks
 - [Imported Content](#)
 - [Vision](#)
 - [Library viewer](#)
 - [Document viewer](#)
 - [May Prez Tmpl](#)
 - [Feb Prez Tmpl](#)
 - [Docroot](#)

At "Home" click
Content Authoring

IM
Th
all categories created specifically for the May release. Authors ha
categories where they are creating their assets.
IMPORTANT: Landing Pages/Collections for May
Landing Pages and Collections meant for the May Release would be getting made in all the categories. Landing p
instead of index. Authors for current release please take note.
IMPORTANT: Presentation templates for May
Authors creating content specifically for May Release please note, you need to associate a different set of pres
May look-n-feel. These templates are within a separate category under NASARoot(Production).

All Workitems

Asset Name	Category	Workflow	Current State	Locked by	Priority
Mercury Transit	Root > May 1 Temp Content Area > Submitted URL	URL Submission Workflow	Content URL Received		1
Hurricane Plankton	Root > May 1 Temp Content Area > Submitted URL	URL Submission Workflow	Content URL Received		1
Why Sun	Root > May 1 Temp Content Area > Submitted URL	URL Submission Workflow	Content Imported		1
Test for the BGA	Root > May 1 Temp Content Area > Submitted URL > GRC	URL Submission Workflow	Content Rejected		1



Navigate to Library Item Viewer (cont'd)



Digital Asset Management

Welcome Venugopal Shastri

Document



[Advanced Search](#)

[Bookmarks](#)

Locale:

English(United States)



[Content Authoring](#)

[Log out](#)

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration

- Bookmarks
 - [Document viewer](#)
 - [Library viewer](#)
 - [Home index](#)
 - [Doc Explorer](#)
 - [Lib Explorer](#)

Content Authoring

Content Authoring

[Documents](#)

[Library Items](#)

Under Content Authoring,
click *Library Items*

[\[About \]](#) [\[Contact Us \]](#)

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Navigate to Library Item Viewer (cont'd)

Welcome Ellie Trevarthen

[Content Authoring](#) > [Library Items](#) > [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
 - [Vision/Universe](#)
 - [Library viewer](#)
 - [Document viewer](#)
 - [KM Documents](#)
 - [KM Library](#)
 - [ASK](#)
 - [APPL](#)
 - [Facts](#)
 - [Ellie Documents](#)
 - [Ellie Library Items](#)

Library Item Viewer:

Category: [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

Last Visited Categories

Chris	Eashwer	
GRC	Jerry	
KSC	Mike	
phild	rosemarys	
student1	student10	
student12	student13	
student15	student16	
student18	student19	
student20	student21	student22
student23	student24	student25
student3	student4	student5
student6	student7	student8
student9		

Navigate to *CMSTrainingContent*.

The “Cookie Crumb Trail” tracks your path in the Category structure, and you can use it to move forward or backward in the path.

Note: Use the “student” folder assigned by your instructor.



Let's digress a moment to: **Create a Bookmark to Aid Navigation**

- ▣ You may bookmark CMS Categories (directories) for quick access on future visits to the CMS.**
- ▣ You must create separate bookmarks for the same Category in the Document Viewer *and* the Library Viewer.**
- ▣ To begin, click the Bookmarks icon (see next page).**



Create Bookmarks

Digital Asset Management

Welcome Ellie Trevarthen

Content Authoring > Documents > Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Ellie

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
 - [Vision/Universe](#)
 - [Library viewer](#)
 - [Document viewer](#)
 - [KM Documents](#)
 - [KM Library](#)
 - [ASK](#)
 - [APPL](#)
 - [Facts](#)
 - [Ellie Documents](#)
 - [Ellie Library Items](#)

Document Item Viewer: All Assets

Category: [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#) > [Ellie](#)

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by	Curr. ver.	Action	Annot.
index	9.849	main			30-Mar-2004 06:55:47 PM	etrevarthen	1		
Feature Collection	1.067	main			30-Mar-2004 06:55:11 PM		1		
gamma_ray_burst	11.297	main			26-Mar-2004 02:38:59 PM		3		
test_for_langley	13.366	main			04-Feb-2004 08:57:12 PM	etrevarthen	3		
index_ASK_Lessons_OLD	81.419	main			21-Nov-2003 08:26:25 PM		12		
home	10.209	main			13-Oct-2003 03:16:33 PM		2		
index_OLDER	9.705	main			08-Oct-2003 01:14:04 PM		2		
Meteorite	414 B	main			08-Oct-2003 01:00:52 PM		1		
Mars -- Red Planet	360 B	main			08-Oct-2003 01:00:52 PM		1		
Newton's Law	419 B	main			08-Oct-2003 01:00:51 PM		1		

Click the **Bookmarks** Icon



Create Bookmarks (cont'd)

Bookmarks

To add this page in your bookmark list, please type the name and click submit.

Name: **Submit**

Organize folders: Click on folder name to create new sub-folder or to save bookmark.


- Vision/Universe
- Library viewer
- Document viewer
- KM Documents
- KM Library
- ASK
- APPL
- Facts

Type a Bookmark name

Refresh Page Icon

Click Submit.

Close the pop-up window.

Click the CMS Refresh () icon or your browser's refresh icon.

Look for your new bookmark under Content Tools / Bookmarks in the CMS left navigation.

Digital Asset Management

Content Tools

Document Item Viewer: All Assets

Category: Root > NASA.WorkArea > CMSTraining > CMSTrainingContent > File

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

Asset Name	Size (K)	Branch	Parent	Lock by	Modified	Checked out by	Cur. ver.	Action	Annot.
index	9.849	main							
Feature_Collection	1.067	main			30-Mar-2004 06:55:11 PM		1		
gamma_ray_burst	11.297	main			26-Mar-2004 02:30:59 PM		3		
test_for_langley	13.366	main			04-Feb-2004 08:57:12 PM	etrevanthen	3		
index_ASK_Lessons_OLD	81.419	main			21-Nov-2003 08:26:25 PM		12		
home	10.209	main			13-Oct-2003 03:16:33 PM		2		
index_CUDCB	9.705	main			08-Oct-2003 01:14:04 PM		2		
Meteorite	414 B	main			08-Oct-2003 01:00:52 PM		1		
Mars - Red Planet	360 B	main			08-Oct-2003 01:00:52 PM		1		
Newton's Law	419 B	main			08-Oct-2003 01:00:51 PM		1		



Back to Creating a Library Item

Welcome Ellie Trevvarthen

Content Authoring > Library Items > Root > NASA WorkArea > CMSTraining > CMSTrainingContent

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- My Profile
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- CMS Training Home
- View Template Guide
- Bookmarks
 - [Vision/Universe](#)
 - [Library viewer](#)
 - [Document viewer](#)
 - [KM Documents](#)
 - [KM Library](#)
 - [ASK](#)
 - [APPL](#)
 - [Facts](#)
 - [Ellie Documents](#)
 - [Ellie Library Items](#)

Library Item Viewer: All Assets

Category: [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

Chris	Eashwer	enricop
GRC	Jerry	rsanqillo
KSC	Mike	student11
phild	rosemarys	student14
student1	student10	student17
student12	student13	student2
student15	student16	student22
student18	student19	student25
student20	student21	student5
student23	student24	student8
student3	student4	
student6	student7	
student9		

Click Create Library Item icon



Library Items *Properties* Tab

Library (New)

Properties Content Meta Data

Asset Name*: AstroGallery

Element Type: image

Keyword: Astro Galler, Astronomy Picture of the Day

Start Date: 07-MAY-2003

End Date: 15-JUN-2007

Priority: 1

Owner:

Originator:

Modified by:

Date Modified:

Active: ☒

Locale*: English(United States)

Description: This is a AstroGallery Image for the Multimedia Section

Annotations:

[NASA - Mars](#)
... Looking for information about the Mars Rovers, Spirit and Opportunity? Mars Exploration Rovers Website ... NASA's Mars Exploration Program Website ...
Description: Various sections: Extreme Planet, Follow the Water, Mars Rocks, Life on Mars?, ...
Category: Science > Astronomy > Solar System > Mars > Exploration
mars.jpl.nasa.gov/ - 10k - Cached - Similar pages

Create Back



Library Items Content Tab

Properties **Content** **Meta Data** **Access Control** **Related Documents**

Asset: Astro Gallery Modified by: eashwersp Date:05/09/2003

Mode: [Editable]

Click *Preview* icon to Preview the asset

Location of image: Browse...

File: (/Library-Creation4.gif)

Hspace of image:

Vspace of image:

Height of image: 519

Width of image: 802

Border of image:

Alternate text for image: Library Creation Process

Alignment of image: Bottom

Update Update & Check In Back

Click *Browse* and select the file from your Desktop

Alternate ("ALT") Text required for *all* images—Section 508 Compliance (accessibility)

Click *Update* to save (repeatable) or *Update and Check In* to version the asset



Bulk Upload Library Items

Welcome Ellie Trevarthen

Content Authoring > [Library Items](#) > [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

Content Tools

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- Bookmarks
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 - [Library viewer](#)
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 - [KM Documents](#)
 - [KM Library](#)
 - [ASK](#)
 - [APPL](#)
 - [Facts](#)
 - [Ellie Documents](#)
 - [Ellie Library Items](#)

Library Item Viewer: All Assets

Category: [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

Chris	Eashwer	Ellie
GRC	Jerry	dy
KSC	Mike	ricop
phild	rosemarys	ngillo
student1	student10	student11
student12	student13	student14
student15	student16	student17
student18	student19	student2
student20	student21	student22
student23	student24	student25
student3	student4	student5
student6	student7	student8
student9		

Click Bulk Upload Icon



Library Items *Bulk Upload* Screen

Click **Browse** to locate folder of images. (Note: *Bulk Upload* operates on entire folder, not on individually selected files.)

Bulk library upload for category: CMSTrainingContent

Category: [Root > NASA WorkArea > CMSTraining > CMSTrainingContent](#)

Browse Folders: **Browse** [Instructions](#)

[Filter \(include/exclude files\)](#) ☐ Recursive? **Back**

Mime Type Filter
Settings

Recursive—Get Files from
all Sub Folders also



Set Bulk Upload Filter

Bulk Library File Filter

You can filter files for upload by specifying extensions of files. From selected folder, only Include Files will be selected. If you donot want to filter files leave blank. Provide the filter extensions in this way:
Include Files: gif, tif, jpeg, doc...
Exclude Files: tmp,exe...

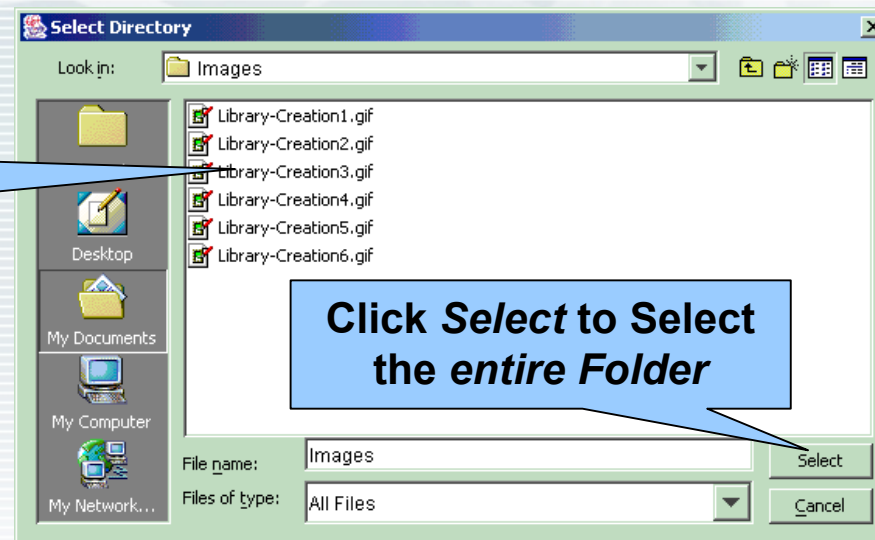
Include Files

Exclude Files

Comma-separated list of mime types to *include*

Comma Separated List of mime types to *exclude*

List of Files and Folders from your Desktop



Click **Select** to Select the *entire Folder*



Define Properties for Each Asset

Bulk library upload for category: CMSTrainingContent

Category: [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

Browse Folders:

[Browse](#)

[Instructions](#)

[Filter \(include/exclude files\)](#)

☐ Recursive?

[Define Meta Properties for all items](#)

Files to upload : 7 Files to checkin : 7

File Name	Size (K)	Type	Props	Upload?	Check In?
Library-Creation1.gif	16.003	Image	Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Library-Creation2.gif	14.37	Image	Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Library-Creation3.gif			Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Library-Creation4.gif			Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Library-Creation5.gif			Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Library-Creation6.gif			Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Library-Creation7.gif	12.042	Image	Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click *Props* to define properties for each asset

Click *Upload* for individual assets or check the box at the top for all assets

Click *Check in* if you want the assets checked in during upload

Click *Upload Files* when ready


[Upload Files](#)

[Back](#)



Define Properties (cont'd)

Properties (Library-Creation7.gif)



Asset Name:

Hspace of image:


Vspace of image:

Height of image:

Width of image:

Border of image:

Alternate text for image:

Alignment of image: 

Set

Fill in Asset Name and Alternate Text ONLY. Height and width will populate automatically during asset creation. *Images must be sized appropriately in advance.*

Option to modify Properties will be available when embedding the image into a document.



Group Exercise 2: Create Library Items

- ▶ Create a single Library Item, define its Properties, and Version it.**
- ▶ Bulk upload several Library Items, define their Properties, and Version them.**



Questions?



Module 4:

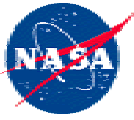
Content Creation:

Creating Detail Pages



In Module 4 You Will Learn To:

- ▶ **Create a document asset for a Detail Page.**
- ▶ **Apply the appropriate Authoring Template.**
- ▶ **Apply the appropriate Presentation Template.**
- ▶ **Create content body and add simple HTML tags to break paragraphs, format captions, add optional hyperlinks, etc.**
- ▶ **Add promotional elements.**
- ▶ **Embed Library items (images, movies, etc.).**
- ▶ **Update and version your document asset.**



Progress: 5-Step Process for Creating and Publishing Documents

- ✓ 1. Upload images/media files to CMS Library area and create Library Assets.
- 2. *Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.*
3. Create a Collection of Detail Page documents.
4. Create a Landing (index) Page (collection of Collections).
5. Apply the Publish Workflow to appropriate assets.



Elements of a Detail Page

Page Title

Title

Embedded Image

Credits

Promotional Date

Body, including formatted image caption, hyperlinks, etc.

The screenshot shows a NASA website page titled "Rosal X-ray Timing Explorer Solves Mystery of Pulsar 'Speed Limit'". The page includes a NASA logo, navigation links, a search bar, and a sidebar with mission highlights. The main content area features a title, a promotional date (07.02.03), an introductory paragraph, an embedded image of a pulsar, a detailed body text explaining the discovery, and a credits section at the bottom. Annotations point to the Page Title, Title, Embedded Image, Credits, Promotional Date, and Body sections.

Page Title: Rosal X-ray Timing Explorer Solves Mystery of Pulsar "Speed Limit"

Title: Rosal X-ray Timing Explorer Solves Mystery of Pulsar "Speed Limit"

Embedded Image: A pulsar draws material from its companion star.

Credits: NASA's Goddard Space Flight Center

Promotional Date: 07.02.03

Body: Using NASA's Rosal X-ray Timing Explorer, scientists have discovered a limit to how fast a pulsar can spin without destroying itself. Gravitational radiation, ripples in the fabric of space predicted by Albert Einstein, may serve as a cosmic traffic enforcer, protecting reckless pulsars from spinning too fast and blowing apart, according to a report published in the July 3 issue of *Nature*.

A pulsar draws material from its companion star.

Containing the mass of our Sun compressed into a sphere about 10 miles across, pulsars are the core remains of exploded stars. Pulsars are born spinning, but can gain speed by pulling in gas from a neighboring star, reaching spin rates of nearly one revolution per millisecond, or almost 20 percent the speed of light.

Scientists have long wondered how these "millisecond" pulsars keep from accelerating their spin rate and blowing apart. Thanks to observations using the Rosal Explorer, they now speculate that the cause is gravitational radiation.

"Nature has set a speed limit for pulsar spins," said Prof. Deepo Chakrabarty of the Massachusetts Institute of Technology in Cambridge, lead author on the journal article. "Just like cars speeding on a highway, the fastest-spinning pulsars could technically go twice as fast, but something stops them before they break apart. It may be gravitational radiation that prevents pulsars from destroying themselves."

The faster a pulsar spins, its spherical shape changes, developing distortions in its crust and allowing it to radiate gravitational waves. Eventually, the pulsar's spin rate balances out when the momentum lost in gravitational radiation is matched by momentum gained when gas is pulled in from the nearby star.

A short burst of X-ray light, emitted by a massive thermonuclear explosion on some pulsars' surface, serves as a direct measure of spin rate. Scientists have studied these "burst oscillations" from 11 pulsars and have found none spinning faster than 619 times per second. From a statistical analysis of those pulsars, they concluded that pulsars must stay below 760 revolutions per second in order to stay intact.

Gravitational radiation has not been directly detected just yet, but the Laser Interferometer Gravitational-Wave Observatory (LIGO) in Hanford, Wash., and in Livingston, La., are expected to make the detection and study of the relationship between pulsars and gravitational radiation more easier.

For animation, images and more information, please visit <http://www.gsfc.nasa.gov/topstory/20030703pulsarspeed.html>.

NASA's Goddard Space Flight Center

FirstGov 2003 Strategic Plan
Freedom of Information Act
The President's Management Agenda
FY 2002 Agency Performance and Accountability Report
NASA Privacy Statement, Disclaimer, and Accessibility Certification
Freedom to Manage

NASA Editor: Dennis Annand
NASA Official: Brian Dunbar
Last Updated: August 1, 2003
Contact NASA



Creating a Document Asset

The screenshot displays the eTouch Digital Asset Management web application. At the top, the eTouch logo is on the left, and the title 'Digital Asset Management' is on the right. Below the title bar, a welcome message 'Welcome: Venugopal Shastri' is shown next to a search bar containing the word 'Document'. To the right of the search bar are links for 'Advanced Search' and 'Bookmarks', and a 'Locale' dropdown set to 'English(United States)'. A 'Log out' link is in the top right corner.

The main content area is divided into two columns. The left column, titled 'Content Tools', contains a list of links: Home, Content Authoring, Documents, Library Items, Search, Content Management, User Management, Workflow Management, Site Management, Scheduler, Admin Reports, System Configuration, Bookmarks, Document viewer, Library viewer, Home Index, Doc Explorer, and Lib Explorer. The right column, titled 'Content Authoring', contains links for 'Documents' and 'Library Items'. A blue callout box with a pointer to the 'Documents' link contains the text: 'At Home, click *Content Authoring*, then click *Documents*'.

At the bottom of the page, there are links for '[About]' and '[Contact Us]', followed by the copyright notice: 'Copyright © 2000-2005 eTouch Systems All rights reserved.'



Creating a Document Asset (cont'd)

Use “cookie crumb trail” to navigate to the Category where the document should be created. During training, navigate to *CMSTrainingContent*.

NOTE: It's critical to create document assets in the Category appropriate to the document content. The left navigation on the published page will correspond to the placement of the document in the CMS Category architecture.

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- Bookmarks
 - [Document viewer](#)
 - [Library viewer](#)
 - [Home index](#)
 - [Doc Explorer](#)
 - [Lib Explorer](#)

Document viewer: All Assets

Category: [Root](#) > [NASARoot\(Production\)](#) > [Content](#) > [about](#) > [budget](#)

View mode: [All Assets](#)

Perform Action: [Perform action](#)

Asset Name	Size (K)	Branch	Parent	Date Modified	Checked out by	Curr. ver.	Action	Annot.	
AN Budget 04 detail	14.381	main		03/19/2003 03:27:49 PM		4			
AN Budget BD 030204- do be deleted	4.506	main		03/12/2003 06:16:43 PM		2			
May-Related Multimedia Collection	2.226	main		05/07/2003 02:53:31 PM		1			
May-Related Sites Collection	2.179	main		05/07/2003 02:53:24 PM		1			
index	7.116	main		04/21/2003 07:49:42 AM		11			
index1	4.033	main		05/07/2003 02:54:29 PM		2			



Creating a Document Asset (cont'd)

Welcome Ellie Trevarthen

Content Authoring > [Library Items](#) > [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
 - [Vision/Universe](#)
 - [Library viewer](#)
 - [Document viewer](#)
 - [KM Documents](#)
 - [KM Library](#)
 - [ASK](#)
 - [APPL](#)
 - [Facts](#)
 - [Ellie Documents](#)
 - [Ellie Library Items](#)

Library Item Viewer: All Assets

Category: [Root](#) > [NASA WorkArea](#) > [CMSTraining](#) > [CMSTrainingContent](#)

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

Chris	Eashwer	
GRC	Jerry	
KSC	Mike	
phild	rosemarys	
student1	student10	student11
student12	student13	student14
student15	student16	student17
student18	student19	student2
student20	student21	student22
student23	student24	student25
student3	student4	student5
student6	student7	student8
student9		

When in the appropriate Category, click **Create Document Icon**



Document (New)—*Properties* Tab

Welcome: Elle Trevarthen

Content Authoring > Documents > Root > NASARoot(Production) > Content > vision > universe

Document

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
 - [Vision/Universe](#)
 - [Library viewer](#)
 - [Document viewer](#)
 - [KM Documents](#)
 - [KM Library](#)
 - [ASK](#)
 - [APPL](#)
 - [Facts](#)
 - [Elle Documents](#)
 - [Elle Library Items](#)

Document (New)

Properties | Content | Meta Data | Access Control | Related Documents

Asset Name*: spitzer_telescope

Auth. Template*: Detail Page Template

Pres. Template: Detail Page Template(1 colu [Select](#) [Close](#)

Doc Type*: Non-Embeddable

Doc Family*: Document

Keyword: galaxy, stars, universe

Start Date: 18-MAR-2004

End Date: 26-APR-2008

Priority: 1

Owner:

Originator:

Modified by:

Date Modified:

Active: ☒

Locale*: English(United States)

Description:

[Create](#) [Back](#)

Type an Asset Name (* = Required) – no spaces!

Type comma-separated *Keywords*



Select an *Authoring Template*

The screenshot shows the eTouch Content Authoring interface. On the left is a navigation menu with links like Home, Content Authoring, Documents, Library Items, Search, Content Management, User Management, Workflow Management, Site Management, Scheduler, Admin Reports, System Configuration, and Bookmarks. The main area has tabs for Properties, Content, Meta Data, Access Control, and Related. The 'Auth. Template' field is highlighted with a red circle and contains 'Detail Page Template'. A blue callout box points to the 'Select' button next to it, containing the text: **Click Select to choose an *Authoring Template*: Detail Page Template**. To the right, a 'Digital Asset Management - Microsoft Internet Explorer' window shows a tree view of the file system. The 'Content' folder under 'NASARoot(Production)' is expanded, showing a list of templates. 'Detail Page Template' is highlighted with a red circle and has a green checkmark next to it.

Content Tools

- Home
- Content Authoring
- Documents
- Library Items
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- Bookmarks
- Document viewer
- Library viewer
- Home index
- Doc Explorer
- Lib Explorer

Document ()

Asset Name*: mars_mission

Auth. Template*: Detail Page Template **Select**

Pres. Template: **Clear**

Doc Type*: Non-Embeddable

Doc Family*: Document

Start Date: 07-MAY-2003

End Date: 15-JUN-2007

Priority: 1

Owners:

Originator:

Modified by:

Date Modified:

Active: ☒

Digital Asset Management - Microsoft Internet Explorer

- Root
 - AssetRefTemplate
 - Search Template
 - Html Stylesheet Template
 - Html Authoring Template
 - NASARoot(Production)
 - Content
 - Kids Glossary Template
 - Automated Collection Template
 - Main Home Page Template-May
 - Kids Landing Page Template-May
 - Archive Page Template - May
 - Manual Collection Template
 - NASA-Fact Template
 - Landing Page Template-May
 - Archive Page Template
 - Plain HTML Page Template
 - Main Home Page Template
 - Embeddable HTML Snippet
 - Press Release Template
 - Gallery Detail Page Template
 - Landing Page Template
 - Detail Page Template**
 - Channel Page template
 - about



Select a *Presentation Template*

Welcome: Elle Trevarthen

Content Authoring > Documents > Root > NASARoot(Production) > Content > vision > universe

Content Tools

- Home
- Content Authoring
- Documents
- Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
- Vision/Universe
- Library viewer
- Document viewer
- KM Documents
- KM Library
- ASK
- APPL
- Facts
- Elle Documents
- Elle Library Items

Document

Properties Content Meta Data Access Control Rel

Asset Name*: spitzer_telescope

Auth. Template*: Detail Page Template [Select](#)

Pres. Template: Detail Page Template(1 column) [Select](#) [Clear](#)

Doc Type*: Non-Embeddable

Doc Family*: Document

Owner:

Originator:

Modified by:

Date Modified:

Description:

Click Create

[Create](#)

Presentation Templates

Category: Root > NASARoot(Production) > Presentation Templates

- Collection Templates
- Flash
- templateimages
- Doclet Templates
- Imagecode
- XML_Includes
- portalsites

Asset name	Version	Checked in by	Date Checked in	Comments
<input type="checkbox"/> Archive Page Template	21	asinha	16-Oct-2003 07:32:44 PM	
<input type="checkbox"/> Detail Page Template	20	asinha	29-Sep-2003 06:37:32 PM	
<input type="checkbox"/> Detail Page Template(1 column)	40	system	22-Aug-2003 07:33:27 PM	rollin
<input type="checkbox"/> Detail Page Template(2 column)	12	asinha	14-Jun-2003 07:51:39 PM	
<input type="checkbox"/> Detail Page Template(no leftnav)	31	asinha	10-Jun-2003 10:32:37 PM	
<input checked="" type="checkbox"/> Embeddable Snippet Pres. template	2	system	13-Apr-2003 07:26:04 PM	
<input type="checkbox"/> FortMedia Archive Page Template	1	asinha	03-Dec-2003 10:39:26 PM	
<input type="checkbox"/> Gallery Detail Page Template	14	asinha	15-Sep-2003 02:41:05 PM	
<input type="checkbox"/> Generic Pres. template	2	system	01-May-2003 07:56:21 PM	
<input type="checkbox"/> Home Page Template	62	system	01-Jan-2004 05:54:08 PM	
<input type="checkbox"/> Kids Glossary Page Template	4	asinha	10-Jun-2003 10:33:18 PM	
<input type="checkbox"/> Kids Landing Page Template	23	asinha	10-Jun-2003 10:27:25 PM	
<input type="checkbox"/> Landing Page Template(1 column)	19	asinha	13-Jun-2003 09:19:17 PM	
<input type="checkbox"/> Landing Page Template(2 column)	83	asinha	13-Jun-2003 09:26:55 PM	
<input type="checkbox"/> Mars Home Page Template	6	system	03-Jan-2004 11:22:26 PM	
<input type="checkbox"/> Main HTML Page Template	9	cenger	03-Mar-2004 11:04:15 AM	
<input type="checkbox"/> Main HTML Page Template (White Background)	2	system	22-Jan-2004 04:58:08 PM	
<input type="checkbox"/> Press Release Template	10	asinha	26-Sep-2003 10:08:08 PM	
<input type="checkbox"/> Publish XML template	2	system	23-May-2003 06:56:57 PM	
<input type="checkbox"/> Redirection Page Template	3	system	05-Aug-2003 09:35:40 PM	
<input type="checkbox"/> Safety Home Page Template	7	system	01-Jan-2004 06:00:10 PM	
<input type="checkbox"/> Text-Only Press Release Template	5	system	26-Jan-2004 05:13:51 PM	
<input type="checkbox"/> XML Content Pres. template	1	asinha	31-Mar-2003 05:43:21 PM	

Click Select to choose a Presentation Template from a pop-up window: Detail Page Template(1 column) or Detail Page Template(2 column)

Use defaults for the remaining fields.



Create Content—Authoring Template

Content Tools

- Home
- Content Authoring
 - Documents
 - Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
 - [Vision/Universe](#)
 - [Library viewer](#)
 - [Document viewer](#)
 - [MM Documents](#)
 - [MM Library](#)
 - [ASK](#)
 - [APPL](#)
 - [Facts](#)
 - [File Documents](#)
 - [File Library Items](#)

Document Content (gamma_ray_burst)

Properties **Content** **Meta Data** **Access Control** **Related Documents**

Assets: gamma_ray_burst Modified by: ebrevarthen Date: 03/16/2004 Branch: main Version: Draft
Nodes: [Editable] Locks: ☐ Perform Action

(Content) WYSIWYG: ☐

Detail Page

Page Title:

Title*:

Body:
While the crew of the International Space Station hovered on a large screen at NASA's Dryden Flight Research Center, teacher Kim Cantrell from Edwards Air Force Base Middle School asked a question. Tom White from Flagstaff, Ariz. stood next in line with his question. Photo credit: NASA/Tom Tschida

Can you imagine how much more you would appreciate Earth after leaving your home planet behind? Do you think space travel can increase your capacity to tolerate hot sauce?

Teachers attending a workshop at NASA's Dryden F more as they peppered the two-person Station crew
The 25 teachers, representing five schools, are participating now NASA Explorer Schools program. The program establishes a three-year partnership between NASA and the schools, des to increase middle school students' interest, participation, and ability to apply science, mathematics, and technology concepts.

<?lib name='mm_2mass' id='34892' branchid='main' version='*' props='2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Keyhole Nebula|-|8=Left' elementId='3' ?>
Teachers talked to the Station crew on a large glass screen in Dryden's auditorium, while a phone patch provided audio communication with a delay of a couple seconds. The teachers discussed a range of issues -- from using the space station to chart coastal erosion over long periods of time, to how students should prepare for selection as future astronauts. "The important thing is that you find something you really like doing," explained American astronaut Ed Lu, because specialties may vary with future
an body, Russian cosmonaut Yuri Malenchenko, ss could sometimes equal the duration of a very from weightlessness within the first few days

Select a Page Title (typically *Feature*)

Title is a required field (corresponds to HTML <TITLE> tag)

Embedded image code

Type or paste body content. Create clean code!
Use

 at the end of each paragraph for best cross-browser compatibility.



Create Content—Authoring Template (*cont'd*)

Promotional Attributes
(see next page for how
these attributes appear
in a Portal Collection).

Promotional Date: 07.25.03 *Promotional Date Format: mm.dd.yy*

Promotional Title: Gamma-Ray Burst *Promotional Title: Can be the same as the feature title but should be brief*

Promotional Thumbnail Image: `<?lib name="black_hole_tn" id="33553" branchid="main" version="*" elementId="3" ?>` *Embedded thumbnail image code*

Promotional Leader Sentence: Can you imagine how much more you would appreciate Earth after leaving your home planet behind? *Promotional Leader Sentence: A teaser to draw the reader's interest to the article's content.*

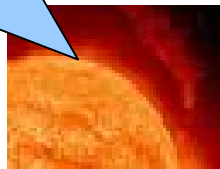
Promotional Link URL: *Promotional Link URL: Leave blank, unless the article contains no body content and is just pointing off to a page outside the Portal.*

Promotional Link Label: + Read More *Promotional Link Label: Choose default "Read More" for feature articles to conform to Portal editorial style guidelines*



Create Content—*Promotional Attributes* (Correlation to Collection Presentation)

Promotional Thumbnail Image



Promotional Title

A Prominent Prominence

The Sun unleashes enormous plumes of gas to get our attention. Friday's was the length of 50 Earths.

[+ Read More](#)

The *Link Label* and the *Promotional Thumbnail Image* both click off to the *Detail Page*.

Promotional Link Label

Promotional Leader Sentence



Promotional Date



03.22.04 - Space Station Crew Talks With New York Students
Faculty and students of Mill Middle School, Williamsville, N.Y. will chat with Foale and Kaleri on Tuesday at 8:25 a.m. EST.
[+ Read More](#)



NOTE: The Promotional Attributes appear in a Collection as the “promotional snippet.” The choice of Presentation Template for a given Collection determine which attributes appear in that Collection. *E.g.*, some collections use the thumbnail image, some do not. Some include a Promotional Date, some do not. *Best practice:* Create all the above Promotional Attributes when you populate the Authoring Template, so the asset can easily be included in a variety of Collections, without requiring re-work.







Create Content—Authoring Template (cont'd)



Additional Link URL1:  



Additional Link Label1:  



Additional Link URL2:  

Additional Link Label2:  

Additional Link URL3:  

Additional Link Label3:  

Additional Link URL4:  

Additional Link Label4:  

Four additional Link URLs and accompanying Link Labels can be typed directly into these fields. They appear as the second and subsequent Link Labels in a promotional snippet as shown in the example below.

Promotional Link Label and the Thumbnail point to the Detail Page created in the CMS



03.19.04

Drive the Mars Rover

- + View feature
- + Complete Rover Coverage
- + Interactive Photo Gallery

Additional Link Labels 1 and 2 point out to Additional Link URLs 1 and 2. They can also point to embedded CMS assets (another published page, a movie, etc.).



Create Content—Authoring Template (cont'd)

Optional fields

Credits:

Credit: Fred Johnsen, Dryden Flight Research Center

Include a by-line in the *Credits* field.
Standard format: *Name, Affiliation*

NASA Fact:

Type or embed a *NASA Fact* from the CMS *Facts Category*. Note: This field has a character limit for directly typed facts; longer facts can be embedded.

Related Collection1:

Embed Related Collections if using the *Detail Page Template(2 Column)* Presentation Template. See sample at:

Related Collection2:

http://www.nasa.gov/vision/universe/features/F_Venus_Transit.html

Update
(repeatedly to
save your work)

Update

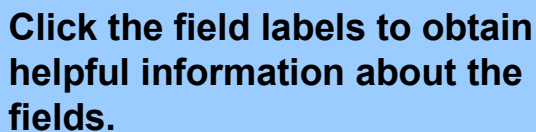
Update & Check In

Preview

Back

Update & Check In
when done and ready
to version the asset.

Preview the asset to
see what it will look
like when published.



How to obtain information about the document

The screenshot shows a web interface for a document titled "Document Content (gamma_ray_burst)". The interface has a top navigation bar with "Meta Data", "Access Control", and "Related Documents". Below this, there's a status bar showing "Modified by: etrevorthen", "Date: 03/18/2004", "Branch: main", and "Version: Draft". There's a "Lock" checkbox and a "Perform Action" button. The main content area is titled "(Content)" and has a "WYSIWYG" toggle. The "Page" section shows "Page Title: Feature". The "Title" section shows "Gamma-Ray Burst Reveals Explosive Activity". The "Body" section shows a text editor with a callout box pointing to the icons for embedding documents or library items. The callout box contains the text: "Use these icons to embed other documents or library items (images, movies, etc.) into the body of your document." The text editor content includes:

<?lib name="gamma_ray_burst" eyes.g... time sky with gamma...

While the crew of the International Space Station (ISS) returned to Earth last week, NASA's Johnson Space Center, teacher Kim... d next in line with his...

Can you imagine how much more... increase your capacity to tolerate...

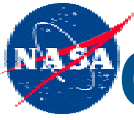
Teachers attending a workshop at NASA's Dryden Flight Research Center in California's Mojave Desert found out these answers...and more as they peppered the two-person Station crew with questions through a NASA downlink.

The 25 teachers, representing five schools, are participating in the new NASA Explorer Schools program. The program establishes a three-year partnership between NASA and the schools, designed to increase middle school students' interest, participation, and ability to apply science, mathematics, and technology concepts.

<?lib name="mm_2mass" id="34892" branchid="main" version="*" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Keyhole Nebula|-|8=Left" elementId="3" ?>

Teachers talked to the Station crew on a large glass screen in Dryden's auditorium, while a phone patch provided audio communication with a delay of a couple seconds. The teachers discussed a range of issues -- from using the space station to chart coastal erosion over long periods of time, to how students should prepare for selection as future astronauts. "The important thing is that you find something you really like doing," explained American astronaut Ed Lu, because specialties may vary with future astronauts.

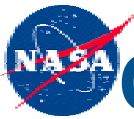
The educators asked several questions about the effects of weightlessness on the human body. Russian cosmonaut Yuri Malenchenko, speaking through an interpreter, said full recovery time from a period of weightlessness could sometimes equal the duration of a mission in space. Lu explained that astronauts and cosmonauts experience rapid recovery from weightlessness within the first few days...



Create Content—Embedding Library Items

▣ Two types of image embedding

- ▶ **Select** and **embed**—Use when you want to simply embed an image into the body of your document.
- ▶ **Select** and **link**—Use when you want to embed a low-resolution image into your document and enable it to link to a higher-resolution version of the image or a related multimedia item, such as a movie, etc.



Create Content—Embedding Library Items (cont'd)


Document Content (gamma_ray_burst)


Properties Content Meta Data Access Control Related Documents

Asset: gamma_ray_burst Modified by: etrevanthen Date: 03/18/2004 Branch: main Version: Draft
Node: [Editable] Lock: ☐ Perform Action

(Content) WYSIWYG: ☐

Detail Page
Page Title: Feature

Title:  Gamma-Ray Burst Reveals

Body:  `<?lib name="gamma_ray_eyes.gif" id="8220" branchid="main" version="" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Night time sky with gamma|-|8=Right" elementId="3" ?>`

While the crew of the International Space Station hovered on a large screen at NASA's Dryden Flight Research Center, teacher Kim Cantrell from Edwards Air Force Base Middle School asked a question. Tom White from Flagstaff, Ariz. stood next in line with his question. Photo credit: NASA/Tom Tschida

Can you imagine how much more you would appreciate Earth after leaving your home planet behind? Do you think space travel can increase your capacity to tolerate hot sauce?

Teachers attending a workshop at NASA's Dryden Flight Research Center in California's Mojave Desert found out these answers...and more as they peppered the two-person Station crew with questions through a NASA downlink.

The 25 teachers, representing five schools, are participating in the new NASA Explorer Schools program. The program establishes a three-year partnership between NASA and the schools, designed to increase middle school students' interest, participation, and ability to apply science, mathematics, and technology concepts.

`<?lib name="mm_2mass" id="34892" branchid="main" version="" props="2=10|-|3=10|-|4=75|-|5=100|-|6=0|-|7=Keyhole Nebula|-|8=Left" elementId="3" ?>`

Teachers talked to the Station crew on a large glass screen in Dryden's auditorium, while a phone patch provided audio communication with a delay of a couple seconds. The teachers discussed a range of issues -- from using the space station to chart coastal erosion over long periods of time, to how students should prepare for selection as future astronauts. "The important thing is that you find something you really like doing," explained American astronaut Ed Lu, because specialties may vary with future astronauts.

The educators asked several questions about the effects of weightlessness on the human body. Russian cosmonaut Yuri Malenchenko, speaking through an interpreter, said full recovery time from a period of weightlessness could sometimes equal the duration of a mission in space. Lu explained that astronauts and cosmonauts experience rapid recovery from weightlessness within the first few days

Click the *Embed Library Item* icon to begin the embed.



Create Content—Embedding Library Items (cont'd)

The Select Library pop-up window appears. Navigate to the Category in the Library where your image assets are stored.

Select Library

Category : [Root](#) > [NASARoot\(Production\)](#) > [Content](#) > [vision](#) > [earth](#) > [lookingatearth](#)

Last Visited Categories

[archives](#)

Element type: View mode:

Asset Name	Version	Date Checked in	Comments	Preview
12mar_disease_thumb	(1)	03/16/2004 03:44:50 PM		
1stflight_before	(1)	03/16/2004 03:44:50 PM		
1stflight_retinov	(1)	03/16/2004 03:44:50 PM		
	(1)	01/02/2004 04:14:07 PM		
	(1)	03/03/2004 09:05:55 AM	Checked in through bulk upload	
8702t.jpg	(1)	03/03/2004 09:05:56 AM	Checked in through bulk upload	
AL-Kilimanjaro1040221441.mpeg	(1)	03/03/2004 09:06:09 AM	Checked in through bulk upload	
			Checked in through bulk	

Click the icon next to the item you wish to embed and choose **Select**, then **Embed OR Select**, then **Link**.



Create Content—Embedding Library Items (cont'd)

Review the *Embedding Options*. If they are acceptable as is, click **Save**.

Best Practices:

- Alignment of thumbnails is always *Bottom*.
- Do not alter height and width!
- Use 5-8 pixels of Hspace for wrapped images.
- All images require ALT text for Sec. 508 compliance (accessibility).
- Leave border set to “0”.

Embedding Options

Asset Name: 12mar_disease_thumb

Version: 1

Use current version?: ☒

You can make changes in attributes for this embed:
(check this option and provide values below)

☐

Hspace of image:

Vspace of image:

Height of image: 48

Width of image: 64

Border of image: 0

Alternate text for image: africa map

Alignment of image: Bottom

Image Map:

Different view in low bandwidth?:
(check this option and provide values below)

☐

Link image:

Link caption:

Link stylesheet:

Open link in new browser window?:

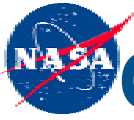
Select

Click Save when ready

Save

Clear

IMPORTANT! If you wish to modify the image *Properties* for the current embed instance, (add Hspace or Vspace or change the ALT Text or the alignment), check the override check-box so the new properties will take effect when you click **Save**.



Create Content—Embedding Library Items (*cont'd*)

Select and Embed:

```
<?lib name="aspen_fire_true.jpg" id="45114" branchid="main" version="*" elementId="3" ?>
```

Select and Embed (Embedding Options Override Selected):

```
<?lib name="aspen_fire_false.jpg" id="45113" branchid="main" version="*" props="2=0|-|3=0|-|4=248|-|5=330|-|6=0|-|7=False color image of the Aspen Fire near Tucson, AZ|-|8=Bottom" elementId="3" ?>
```

Over-riding the Embedding Options allows you to see the image Properties in the image embed code that drops into the Authoring Template. You can make changes there without navigating back to the Library Viewer and re-opening the base image asset. For example, you could change the ALT text (#7), the Hspace (#2), the alignment (#8), etc.



Create Content—Embedding Library Items (cont'd)

Choose **Select / Link** when you want a small image to link out to a higher-resolution version of the image or to a movie.

Begin with the high-resolution image or movie, then designate the small image as the **Link Image**

Click the icon next to the item you wish to embed and choose **Select, Link**.

Select a **Link Image** and click **Save**

The screenshot shows the 'Select Library' interface with a breadcrumb trail: Root > NASARoot(Production) > Content > vision > earth > lookingatearth. Below this is a table of assets. The first asset, '12mar_disease_thumb', is selected, and a context menu is open with the 'Link' option circled. Below the table, the 'Linking Options' dialog is shown. It contains fields for 'Link image:' (with a 'Select' button), 'Link caption:', 'Link stylesheet:', and a checkbox for 'Open link in new browser window?'. At the bottom, there is a checkbox for 'Source attribute only?' and 'Save' and 'Clear' buttons.

Asset Name	Version	Date Checked in	Comments	Preview
12mar_disease_thumb	(1)	02/16/2004 03:44:50 PM	Embedded	
1stflight_before				
1stflight_retinex				

Linking Options

Asset Name: cassini_278 Version: 1 Use current version?: ☒

Link image: [Select](#)

Link caption:

Link stylesheet:

Open link in new browser window?: ☐

Below option is relevant only to generate src/href attribute.

Source attribute only?: ☐

[Save](#) [Clear](#)



Image Caption Tag and URLs in Body Content

- Use the following tag for image captions to appear in light grey:

`INSERT IMAGE CAPTION HERE`

- URLs that point to pages outside the Portal should open in a new browser window. Use the following syntax and javascript tag for this situation (*note the use of single and double quote marks*):

`LINK DESCRIPTION`

- Sample tag for an image embed (with options override), in which the *image itself* links to an outside site and opens in a new window:

`<?lib name="comet_asas" id="65943" branchid="main" version="" props="2=8|-|3=|-|4=300|-|5=300|-|6=|-|7=Projected path of comet|-|8=Right" elementId="3" ?>`



Assigning Metadata

Metadata (spitoe-030004)

Properties Content **Meta Data** Access Control Related Documents

Metadata

dc.audience:	Value
Informal Education NASA Personnel Parents Students Teachers	General Public Press and Media

dc.audience.level:

Students.S-8 Students.9-12 Students/Graduate Professional Students.K-4 Students/Undergraduate Lower Division (13-14)	
--	--

dc.contributor:

--	--

dc.coverage:

None

dc.creation:

--

dc.relation.copyright:

--

dc.rights:

--

dc.subject:

--

dc.subject.discipline:

Aeronautics Aeronautics Aerodynamics Aeronautics Air Transportation and Safety Aeronautics Aircraft Communications and Navigation Aeronautics Aircraft Design, Testing and Performance	Space Sciences.Astronomy
--	--------------------------

dc.subject.mission:

ACRIMSAT (Earth Sciences [Geosciences]. Satellites) AURA [EOS Aura] (Earth Sciences [Geosciences]. Satellites) Advanced Space Transportation Program [ASTP] (Aerospace Technology) Advances through Cooperative Efforts [ACE] (Aerospace Technology.Aerospace vehicles) Aeronomy of Ice in the Mesosphere satellite [AIM] (Earth Sciences [Geosciences]. Satellites)	Space Infrared
--	----------------

dc.subject.nasat:

--

dc.subject.organization:

Ames Research Center (ARC) Dryden Flight Research Center (DFRC) Earth Observing System (EOS) Glenn Research Center (GRC) Goddard Institute for Space Studies (GISS)	Jet Propulsion Laboratory (JPL)
---	---------------------------------

dc.type:

Activities Audio	Feature Articles
---------------------	------------------

part_of_channels:

Aeronautics Educator Resources International Space Station Looking at Earth NASA Technology	Stars and Galaxies
---	--------------------

Publish in categories:

about/budget about/budget/content about/business about/career about/contact	vision/universe/features vision/universe/starsgalaxies
---	---

push_override_for_internal_use:

None

Update Update & Set as default Back

Click the *Metadata* tab to open the Metadata screen for any document asset. Select from the controlled vocabularies or use comma-separated terms in the free-form fields. The metadata you assign will appear in the published HTML as User-Defined Metadata and will be used by search engines for metadata-based search queries.

Portal metadata *Guidelines* and related resources are available at <http://www.hq.nasa.gov/pao/portal/> under the “CMS-related” section. **NOTE:** some metadata fields are used for automated functionality and must be used appropriately. A good rule of thumb when assigning metadata: “When in doubt, leave it out.” – or seek guidance.



Group Exercise 3: Create a Detail Page

Create a Detail Page



Questions?



Module 5:

Creating Collections



In Module 5 You Will Learn To:

- ❑ Create a *Collection* of documents that you can embed on a *Landing (Index) Page*.
- ❑ Apply an appropriate Authoring Template for your Collection.
- ❑ Apply an appropriate Presentation Template for your Collection.
- ❑ Embed documents in your Collection.
- ❑ Preview your Collection.
- ❑ Update and Check In (Version) your Collection.



Progress: 5-Step Process for Creating and Publishing Documents

- ✓ 1. Upload images/media files to CMS Library area and create Library Assets.
- ✓ 2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.
- 3. ***Create a Collection of Detail Page documents.***
- 4. Create a Landing (index) Page (collection of Collections).
- 5. Apply the Publish Workflow to appropriate assets.



What is a *Collection*?

- ▶ A Collection is a group of documents promoted together on a Landing (Index) Page. A two-column Landing Page may have up to 8 Collections, but most Portal Landing Pages have 3-4 Collections

- ▶ A Collection consists of a number of “promotional snippets.” Each snippet consists of some or all of a document asset’s Promotional Elements.

Collection

FEATURED MISSIONS



Bumpy Ride Home After 5 Months in Space
Space Station Expedition 6 Crew returns home May 4th on a Soyuz.
+ View feature



Expedition 7 Launch on Soyuz
An interactive feature of the Expedition 6 and 7 Launch and Transfer.
+ View feature



Shuttle Return to Flight
NASA identifies critical activities to ensure safe flight.
+ View feature



The Last of the Great Observatories
The Space Infrared Telescope Facility is a space-borne, cryogenically cooled infrared observatory.
+ View feature

Snippet



What is a Collection? (*cont'd*)

▣ A Collection asset can be created in two ways:

➤ Manual (Asset Reference)

- User creates a Collection by embedding documents in a collection Authoring Template.
- *Example:* Any Collection on any regular Landing Page.

▣ Automated (Search Agent)


- CMS Administrator defines and runs a metadata query. The CMS returns the documents that satisfy the query, either within the same Category or across Categories.
- *Examples:* “Popular Topics” collections, MyNASA Channel collections, “More NASA Facts” collections.

▣ Collections use two Presentation Templates:

1. A *Wrapper Template* for the Collection as a whole
2. An *Item Template* for each item in the Collection.



Create a Collection

- ❑ **Navigate to the Document Viewer Category where the Collection should reside.**
- ❑ **Click the Create Document () icon in the toolbar.**
- ❑ **The Document (New) screen appears with the *Properties* Tab open.**
- ❑ **Type a name for your collection, e.g., *features_collection*.**



Create a Collection (cont'd)

- ▶ Click **Select** to choose an Authoring Template. In the *List of Templates* window that appears, navigate to **NASA(RootProduction) > Content** and select the Authoring Template **Manual Collection Template**.
- ▶ Click **Select** next to *Presentation Template*. Navigate to **NASA(Root Production) > Presentation Templates > Collection Templates > Wrapper Templates** and select **Landing Page Collection Wrapper** or **Landing Page Collection Wrapper with Archives**, as appropriate for your situation.
- ▶ The *Doc Type* is **Embeddable**.
- ▶ The *Doc Family* is **Asset Reference**.



Properties Tab

Type an Asset Name (* = Required) – no spaces!

**Select an Authoring Template*:
Manual Collection Template**

**Select a Presentation Template* (Wrapper):
Typically Landing Page Collection Wrapper or
Landing Page Collection Wrapper with Archives**

A Collection “Doc. Type” is always **Embeddable—the
Collection will be “embedded” in a Landing Page.**

**A Collection’s “Doc. Family” is either
Asset Reference (Manual Collection)
or **Search Agent** (Automated
Collection)**

Click Update to save.

***See following pages**

Update Back

Properties Content Access Control Related

Welcome Ellie Trevanthen Document Locale: English(United States)

Asset Name*: Feature_Collection

Auth. Template*: Manual Collection Template

Pres. Template: Landing Page Collection Wrz Select Clear

Doc Type*: Embeddable

Doc Family*: Asset Reference

Keyword:

Start Date: -20

End Date: -20

Priority:

Descriptions



Select Authoring Template





Select Presentation Template

Presentation Templates



Category : [Root](#) > [NASARoot\(Production\)](#) > [Presentation Templates](#) > [Collection Templates](#) > [Wrapper templates](#)

Asset name ▲	Version	Checked in By	Date Checked in	Comments
2003 ForMedia Landing Page Collection Wrapper with Archives	1	system	09-Jan-2004 09:06:44 PM	
COPY-Image Gallery Wrapper with Archives	21	vshastri	09-Oct-2003 08:51:37 PM	
Channel Wrapper	8	asinha	29-Sep-2003 06:40:00 PM	
Facts Collection Wrapper	7	asinha	12-May-2003 09:58:15 PM	
ForMedia Landing Page Collection Wrapper with Archives	57	system	31-Dec-2003 09:05:47 PM	
Home Multimedia Wrapper	4	system	24-Apr-2003 02:35:35 PM	
Home Page Vision Collection Wrapper	4	system	14-Jun-2003 05:27:07 PM	
Home Vision Banner Collection Wrapper	3	system	09-Jun-2003 04:07:09 PM	
Image Gallery Wrapper	5	system	27-May-2003 03:59:13 PM	
Kids Glossary Collection Wrapper	1	system	10-Jun-2003 11:31:37 PM	
Kids Glossary Teaser Collection Wrapper	2	smehta	13-Jun-2003 01:11:48 AM	
Kids Image Gallery Wrapper	1	asinha	11-Sep-2003 03:20:11 PM	
Kids Landing Page Collection Wrapper	12	vshastri	07-Oct-2003 02:36:01 PM	
Kids Landing Page Collection Wrapper with Archives	11	system	26-Jan-2004 09:56:15 PM	
Landing Page Collection Wrapper	20	smehta	13-Jun-2003 01:24:39 AM	
Landing Page Collection Wrapper with Archives	9	system	31-Dec-2003 08:14:10 PM	
Topics Dynamic Image Collection Wrapper	1	system	19-May-2003 03:29:34 PM	
Topics Landing Collection Wrapper	14	vshastri	29-Sep-2003 03:27:34 PM	
XML Collection Wrapper	7	system	30-May-2003 04:08:29 PM	

Typically



Define Collection Content

Select a Collection Title from the drop-down controlled vocabulary.

Select an Item Presentation Template*: e.g., *Features Collection Item (With TN image)*

Click **Select Document** and navigate to the asset you wish to add to the Collection*. Repeat for all the documents you wish to add to the Collection.

Click **Update** to save or **Update & Check In** when done.

*See following pages

Digital Asset Management

Document | English(United States)

in > earth > [Earththings](#)

Document Content (features_collection)

Properties | Meta Data | Access Control | Related Documents

Asset: features_collection
Mode: [Editable]

Modified by: N/A

Collection Title*: Features

Item Presentation Template*: [Select]

Collection (Asset References)*:

Title	Branch	Version	Link Caption	Delete
Add more items: <input checked="" type="radio"/> Add on top <input type="radio"/> Add at bottom Add multiple assets Set Order				
Select Document				Clear
Select Document				Clear
Select Document				Clear
Select Document				Clear
Select Document				Clear

Archive Link Labels:

Override Archive Link URL:

Table Width*: 367

Background Color: #ffffff

Paging Start Index: 3

Items Per Page: 10

[Update](#) [Update & Check In](#) [Back](#)



Select Item Presentation Template

Presentation Templates				
Category : Root > NASARoot(Production) > Presentation Templates > Collection Templates > Item templates				
Asset name	Version	Checked in By	Date Checked in	Comments
<input type="checkbox"/> Channel Item	19	system	26-Jun-2003 02:28:10 AM	
<input type="checkbox"/> Dynamic Image Item	5	asinha	10-Jun-2003 01:33:15 PM	
<input type="checkbox"/> Embeddable Doc Item	3	neintraub	02-Jun-2003 06:43:59 PM	
<input checked="" type="checkbox"/> Features Collection Item (With TN image)	22	vshastri	07-Oct-2003 07:15:26 PM	
<input type="checkbox"/> HomePage Vision Collection Item (With Date and TN image)	6	system	13-Jun-2003 06:35:37 PM	
<input type="checkbox"/> Image Gallery Item	2	system	15-Apr-2003 03:00:55 PM	
<input type="checkbox"/> Image of the Day Item	7	system	08-May-2003 05:59:23 PM	
<input type="checkbox"/> Kids Features Collection Item (With TN image)	4	system	13-Jun-2003 03:55:34 AM	
<input type="checkbox"/> Kids Glossary Collection Item	1	system	02-May-2003 08:14:10 PM	
<input type="checkbox"/> Kids Image Gallery Item	1	asinha	11-Sep-2003 03:21:38 PM	
<input type="checkbox"/> Landing Page Promotion Preview	3	system	21-May-2003 10:52:44 PM	
<input type="checkbox"/> Multimedia Features Collection Item (With TN image)	4	system	05-Jun-2003 05:15:38 PM	
<input type="checkbox"/> Multimedia ImageFeature Item	7	system	12-Jun-2003 12:13:25 PM	
<input type="checkbox"/> Multimedia Interactive Feature Item	3	system	17-Jun-2003 02:35:39 PM	
<input type="checkbox"/> Multimedia NASATV Feature Item	3	system	02-Jul-2003 06:00:36 PM	
<input type="checkbox"/> Multimedia VideoFeature Item	1	system	22-Apr-2003 11:06:16 PM	
<input type="checkbox"/> NASA Fact Item	5	system	12-May-2003 05:35:41 PM	
<input checked="" type="checkbox"/> NASA Fact Item (Blue)	4	system	08-Apr-2003 10:06:24 PM	
<input type="checkbox"/> NASA Fact Item (Red)	1	system	10-Apr-2003 09:13:53 PM	
<input type="checkbox"/> News Collection Item (No TN Image With Date)	12	vshastri	07-Oct-2003 07:38:12 PM	
<input type="checkbox"/> Popular Topics Item	6	system	26-Jun-2003 01:28:45 AM	
<input type="checkbox"/> Related MM Collection Item (With TN image)	10	vshastri	07-Oct-2003 06:47:19 PM	
<input type="checkbox"/> Related Sites Collection Item (No TN image)	10	vshastri	07-Oct-2003 06:56:47 PM	
<input type="checkbox"/> XML Item	9	system	09-Dec-2003 08:42:50 PM	



Select Document Assets for Collection

Navigate to the location of the Document and click the icon under Version, then **Select**.

Click **Save** in the Embedding Options pop-up (leave all other settings blank).

Select Document


















Category: Root > [NASABook(Production)] > Content > vision > earth > lookingatearth

Last Visited Categories

archives

Family type: Document

View mode: Current versions

Asset Name	Version	Date Checked In	Comments
12mar_disease			
25TONSAGU			
29dec_magneticfield			
AIRS_validation			
Aspen_Fire		08/05/2003 08:03:09 PM	
Black_Soot		03/09/2004 09:22:09 AM	
Detective_Work		08/05/2003 08:31:08 PM	
Ed_Ju		10/27/2003 04:16:11 PM	for Rani
Fabian		09/03/2003 12:10:43 PM	
Fertile_Lands		03/10/2004 02:22:39 PM	
Ground_Hog_Day		02/03/2004 11:06:06 AM	
Hot_Towers		01/14/2004 10:26:50 AM	
Hurricane_Isabel		09/16/2003 06:28:07 PM	
ICESat		10/21/2003 12:00:58 PM	
Isabels_Engine		10/14/2003 02:40:16 PM	
Lake_Tahoe		08/05/2003 08:11:21 PM	
Looking_At_Earth_Archives		06/14/2003 01:18:45 AM	

Embedding Options

Asset Name: 12mar_disease Version: 4 Use current version?: ☒

Link image: [Select](#)

Link caption:

Link stylesheet:

Open link in new browser window?:

Below option is relevant only to generate src/href attribute.

Source attribute only?: ☐

Save

Clear



Set Order of Collection Assets

Document Content (Feature_Collection)

Properties Content Meta Data Access Control Related Documents

Asset: Feature_Collection Modified by: sbrevarthen Date: 03/29/2004 Branch: main Version: 1.0 Locks: ☐ Perform

Collection Title*: Living Things Features

Item Presentation Template*: Features Collection Item (With TH) [Select](#)

Collection (Asset References)*:

Title	Branch	Version	Link Caption
1. 25feb_greenhouses	main	*	
2. 23feb_yeastgap	main	*	
3. 03feb_fruitfly	main	*	
4. 20jan_marsmice	main	*	
5. lizards	main	*	
6. AGU_coral_reef_health	main	*	
7. 01dec_yeast	main	*	
8. gardening	main	*	
9. 07oct_dna	main	*	
10. penguins	main	*	
11. microbes_goldilocks	main	*	
12. glowing_algae	main	*	
13. artificial_cells_sng	main	*	
14. 16jul_firemoss	main	*	
15. 19jun_cytoskeletons	main	*	
16. 23jan_cellwars	main	*	
17. 15jan_nano	main	*	
18. 14feb_heart	main	*	
19. Tais_That_Blind	main	*	

Add more items:
☒ Add on top ☐ Add at bottom [Add multiple assets](#)

[Select Document](#) [Clear](#)

[Select Document](#) [Clear](#)

[Select Document](#) [Clear](#)

[Set Order](#)

Use up-down arrows to set order.

25feb_greenhouses
23feb_yeastgap
03feb_fruitfly
20jan_marsmice
lizards
AGU_coral_reef_health
01dec_yeast

[Update](#) [Cancel](#)



Save Your Collection Asset

Digital Asset Management

Root > NASARoot(Production) > Content > vision > earth > **things**

Document Content (features_collection)

Properties | Content | Meta Data | Access Control | Related Documents

Asset: features_collection Modified by: N/A Branch: main Version: Draft
Mode: [Editable] Lock: ☐ Perform Action

Collection Title*: Features

Item Presentation Template*: [Select](#)

Collection (Asset References)*:

Title	Branch	Version	Link Caption	Delete
Add more items: Set Order				
<input checked="" type="radio"/> Add on top <input type="radio"/> Add at bottom Add multiple assets				
Select Document				Clear
Select Document				Clear
Select Document				Clear
Select Document				Clear
Select Document				Clear

Archive Link Labels: [Add](#) [Edit](#)

Override Archive Link URL: [Add](#) [Edit](#)

Table Width*: 367

Background Color: #ffffff

Paging Start Index: 3

Items Per Page: 10

[Update](#) [Update & Check In](#) [Back](#)

Click Update to save or Update & Check In when done.



Group Exercise 3: Create a Collection

 **Create a Collection.**



Questions?



Module 6:

Creating Landing (Index) Pages



In Module 6 You Will Learn To:

- ▶ **Create a *Landing (index) Page*.**
- ▶ **Apply an appropriate Authoring Template for your Landing Page.**
- ▶ **Apply an appropriate Presentation Template for your Landing Page.**
- ▶ **Embed image *Banners* and *Collections* in your Landing Page.**
- ▶ **Preview your Landing Page.**
- ▶ **Update and Check In (Version) your Landing Page.**
- ▶ **Apply Workflow to publish your Landing Page.**



Progress: 5-Step Process for Creating and Publishing Documents

- ✓ 1. Upload images/media files to CMS Library area and create Library Assets.
- ✓ 2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.
- ✓ 3. Create a Collection of Detail Page documents.
- 4. *Create a Landing (index) Page (collection of Collections).*
- 5. Apply the Publish Workflow to appropriate assets.



What is a *Landing (index) Page*?

- ▶ A *Landing Page* is a collection of Collections.
- ▶ It typically contains a *Center Banner* and a *Right Banner*. Either banner could be a Flash module.
- ▶ It typically contains *Banner Intro Text*—an image made from text that gives a brief overview of what that Portal section's content covers.

Center Banner

Banner Intro Text


Collections

Right Banner





Create a *Landing Page*

- ❑ Navigate to the Document Viewer Category where the Collection should reside.
- ❑ Click the Create Document () icon in the toolbar.
- ❑ The Document (New) screen appears with the *Properties* Tab open.
- ❑ Type a name for your landing page—typically, *index*.



Create a Landing Page (*cont'd*)

- ▶ Click *Select* next to *Authoring Template*. In the *List of Templates* window that appears, navigate to ***NASA(RootProduction) > Content*** and select the *Authoring Template* ***Landing Page Template***.
- ▶ Click *Select* next to *Presentation Template*. Navigate to ***NASA(Root Production) > Presentation Templates*** and select ***Landing Page Template(2 Column)*** (typically).
- ▶ The *Doc Type* is **Non-Embeddable**.
- ▶ The *Doc Family* is **Document**.



Properties Tab

eTouch Digital Asset Management

Welcome Ellie Trevanthen

Document

Locale: English(United States)

Content Authoring > Documents > Root > NASARoot(Production) > Content > vision > earth > environment

→Home
→Content Authoring
→Documents
→Library Items
→Search
→Content Management
→My Profile
→My Preferences
→CMS Training Home
→View Template Guide
→Bookmarks
[Vision/Universe](#)
[Library viewer](#)
[Document viewer](#)
[KM Documents](#)
[KM Library](#)
[ASK](#)
[App](#)

Meta Data Access Control

Asset Name*: index

Auth. Template*: Landing Page Template

Pres. Template*: Landing Page Template(2 co Select Cl

Doc Type*: Non-Embeddable

Doc Family*: Document

Keyword:

Start Date:

End Date: 2007

Priority:

Date Modified: 20-FEB-2004

Active: ☒

Locale*: English(United States)

Description:

Update Back

Type an Asset Name (* = Required) – no spaces! – typically **index**

Select an Authoring Temple*:
Landing Page Template

Select a Presentation Template*: typically,
Landing Page Template(2 Column)

A Landing Page Doc. Type is always **Non-Embeddable**.

A Collection's Doc. Family is **Document**.

*See following pages

Click Update to save.



Select Authoring Template





Select Presentation Template

Presentation Templates					
Category: Root > NASARoot(Production) > Presentation Templates					
<div>Collection Templates</div> <div>Flash</div> <div>templateimages</div> <div>Code Templates</div> <div>javascript</div> <div>SSL Includes</div> <div>portalsites</div>					
Asset name	Version	Checked in By	Date Checked in	Comments	
Archive Page Template	21	asinha	16-Oct-2003 07:32:44 PM		
Big Flash Home Page Template	11	nsangila	14-Apr-2004 02:12:56 PM		
Channel Page Template	20	asinha	29-Sep-2003 06:37:32 PM		
Detail Page Template(1 column)	40	system	22-Aug-2003 07:33:27 PM	rolling back version	
Detail Page Template(2 column)	12	asinha	14-Jun-2003 07:51:39 PM		
Detail Page Template(no leftnav)	31	asinha	10-Jun-2003 10:32:37 PM		
Embeddable Snippet Pres. template	2	system	13-Apr-2003 07:06:04 PM		
ExtMedia Archive Page Template	1	asinha	03-Dec-2003 10:39:26 PM		
Gallery Detail Page Template	14	asinha	15-Sep-2003 02:41:05 PM		
Generic Press template	2	system	01-May-2003 07:56:21 PM		
Home Page Template	62	system	01-Jan-2004 05:54:08 PM		
Kids Glossary Page Template	4	asinha	10-Jun-2003 10:33:18 PM		
Kids Landing Page Template	23	asinha	10-Jun-2003 10:27:25 PM		
Landing Page Template(1 column)	19	asinha	13-Jun-2003 09:19:17 PM		
Landing Page Template(2 column)	83	asinha	13-Jun-2003 09:26:55 PM		
Main Home Page Template	6	system	03-Jan-2004 11:22:26 PM		
Old Safety Home Page Template	7	system	01-Jan-2004 06:00:10 PM		
Plain HTML Page Template	9	cenger	03-Mar-2004 11:04:15 AM		
Plain HTML Page Template (White Background)	2	system	22-Jan-2004 04:59:08 PM		
Press Release Template	10	asinha	26-Sep-2003 10:08:08 PM		
Publish XML template	2	system	23-May-2003 06:56:57 PM		
Redirection Page Template	3	system	05-Aug-2003 09:35:40 PM		
Safety Home Page Template	1	system	16-Apr-2004 07:53:19 PM		
Symbols Template	1	system	28-Apr-2004 08:25:35 PM		
Test Home Page Template	5	system	05-May-2004 07:42:19 PM		
Test-Only Press Release Template	5	system	26-Jan-2004 05:13:51 PM		
XML Content Pres. template	1	asinha	31-Mar-2003 05:43:21 PM		



Define Landing Page Content

- ▶ **Type a Title (required—corresponds to HTML <title> tag).**
- ▶ **Embed Center and Right Banner images.**
- ▶ **Embed Banner Intro Text image.**
- ▶ **Type Center Banner-Text Only and Right Banner Text Only—not required but useful. Banner text should be embedded in the images when they are processed before being uploaded into the CMS.**
- ▶ **Type Center Banner and Right Banner URLs—where the banners will link out to (could be a page within or external to the Portal).**
- ▶ **Type or embed a NASA Fact**



Define Landing Page Content (cont'd)

Collection 1
Position: Left
Bed: [icon]

Collection 2
Position: Left
Bed: [icon]

Collection 3
Position: Left
Bed: [icon]

Collection 4
Position: Left
Bed: [icon]

Collection 5
Position: Left
Bed: [icon]

Collection 6
Position: Left
Bed: [icon]

Collection 7
Position: Left
Bed: [icon]

Collection 8
Position: Left
Bed: [icon]

[Update] [Update & Check In] [Back]

- ▶ Embed Collection 1 up to Collection 8 and designate Left/Right Position (see next page).
- ▶ Click *Update* to save or *Update & Check In* when done.
- ▶ When embedding Collections, designate the *From index:* and *To index:* to specify how many documents should appear in the Collection, typically From index: 1 to To Index: 6.
- ▶ Click *Save* to save the Embedding Options.
- ▶ Additional documents in the Collection will roll over to the corresponding Archive Collection.

Embedding Options

Asset Name: Looking_at_Earth_Feature_Collection Version: 43 Use current version? ☒

From index: [input field]

To index: [input field]

[Save] [Clear]



Group Exercise 4: Create a Collection

▣ Create a Landing Page.



Questions?



Module 7:

Applying Publish Workflow



In Module 7 You Will Learn To:

- ▶ **Apply a Publish Workflow to start your created document assets on their way toward being published on the production Portal.**

NOTE:

- ▶ **Assets MUST be checked in before you can apply Workflow.**
- ▶ **Most Portal content authors simply create Document assets (Detail Pages) with embedded Library items, then apply the appropriate Workflow for the corresponding Section Editor to approve, then publish. Section Editors (or their delegates) are responsible for building the Collections and creating/maintaining their assigned Landing (index) Pages.**



Progress: 5-Step Process for Creating and Publishing Documents

- ✓ 1. Upload images/media files to CMS Library area and create Library Assets.
- ✓ 2. Create Detail Page in Document Viewer area of CMS using a structured Authoring Template.
- ✓ 3. Create a Collection of Detail Page documents.
- ✓ 4. Create a Landing (index) Page (collection of Collections).
- 5. *Apply the Publish Workflow to appropriate assets.*





Apply Workflow (cont'd)

eTouch Digital Asset Management

Welcome: Ellie Trevvarthen

Content Authoring > Documents > Root > NASA.WorkArea > CMSTraining > CMSTrainingContent > Ellie

Content Tools

- Home
- Content Authoring
- Documents
- Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
- test bookmark
- Vision/Inverse
- Library viewer
- Document viewer
- KM Documents
- KM Library
- ASK
- APPL
- Facts
- File Documents
- More...

Document Item Viewer: All Assets

Category: Root > NASA.WorkArea > CMSTraining > CMSTrainingContent > Ellie

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by	Curr. ver.	Action	Annot.
Index	9,849	main			30-Mar-2004 06:55:47 PM	etrevvarthen	1		
Index	11,297	main			30-Mar-2004 06:55:11 PM		1		
Index	13,366	main			26-Mar-2004		3		
Index	81,419	main							
Index	9,705	main			08-Oct-2003 01:14:04 PM		1		
Meteorite	414 B	main			08-Oct-2003 01:00:52 PM		1		
Mars -- Red Planet	360 B	main			08-Oct-2003 01:00:52 PM		1		
Newton's Law	419 B	main			08-Oct-2003 01:00:51 PM		1		
Halley's Comet Orbit	384 B	main			08-Oct-2003 01:00:51 PM		1		
Compton Gamma Ray Observatory	502 B	main			08-Oct-2003 01:00:51 PM		1		
Hubble Images Odd Shape	657 B	main			08-Oct-2003 01:00:51 PM		1		
Eclipse	573 B	main			08-Oct-2003 01:00:50 PM		1		

You may also apply Workflow from the Document Item Viewer. Left-click the asset name and select **Workflow** from the pop-up menu.



Apply Workflow (cont'd)

Workflow

Asset Name: 26mar_einstein **Category:** Root > NASARoot(Production) > Content > vision > universe > features

Type: Document **Branch:** main **Locale:** en_us

Notes:

Workflow:

---Select The Workflow---

The Workflow window appears, and you will see either a single blue WORKFLOW button or a drop-down menu allowing you to choose from multiple Workflows. *Again, you must choose the appropriate Workflow for your asset, to ensure that it flows to the appropriate Section Editor for approval.* Use the Notes field if you wish to communicate with the Section Editor about the asset.



Apply Workflow (cont'd)

Workflow

Workflow Root>NASARoot(Production) - KM - Admin Publish Workflow - Validate Asset has been successfully applied

Asset Name: km_dfrc **Category:** Root > NASARoot(Production) > Content > portalsites > km > home

Type: Document **Branch:** main **Locale:** en_us

Notes:

Release from Workflow

Publish to Staging and Production

Publish to Staging

Depending on the current state of the asset in the Workflow and the roles that you are authorized to perform, you will see different action buttons.



Apply Workflow (cont'd)



Digital Asset Management

Welcome Eashwer Srinivasan

Document

Locale: English(United States)

Content Tools

Home

- Home
- Content Authoring
- Search
- Content Management
- User Management
- Workflow Management
- Site Management
- Scheduler
- Admin Reports
- System Configuration
- My Profile

Bookmarks

- [Content Admin](#)
- [Imported Content](#)
- [Vision](#)
- [Library viewer](#)
- [Document viewer](#)
- [May Prez Tmpl](#)
- [Feb Prez Tmpl](#)

Alerts

[IMPORTANT: Categories for May](#)

The "-May" extension has been removed from all categories created specifically for the May release. Authors have to be careful about the categories where they are creating their assets.

[IMPORTANT: Landing Pages/Collections for May](#)

Landing Pages and Collections meant for the May Release would be getting made in all the categories. Landing pages will be called index1 instead of index. Authors for current release please take note.

[IMPORTANT: Presentation templates for May](#)

Authors creating content specifically for May Release please note, you need to associate a different set of presentation templates to get the May look-n-feel. These templates are within a separate category under NASARoot(Production).

My Workitems

Asset Name	Category	Workflow	Current State	Notes	Audit
ellora_test	Root > NASA WorkArea > CMSTraining > CMSTrainingContent > Eashwer	TrainingWorkflow	Content Approved		

If the Section Editor *Rejects* your asset, you will receive an auto-generated e-mail informing you. Log in to the CMS to see the asset in "My Workitems" at your *Home* page. Click the *Notes* icon next to the asset to read any notes the Section Editor may have provided. Correct the asset, as required, and click the appropriate Workflow action button or, if necessary, re-apply the Workflow to send the asset back through for review and approval.



Workflow (My Workitems)

Items in the active workflow for a particular individual to take action.

Home

Alerts
[New CMS Version Released Monday 07/28/2003](#)
[Click Here to view the Release Notes](#)
[Tips for better Content Authoring](#)
[View Document](#)

My Workitems

Asset Name	Category	Work flow	Current State	Notes	Audit
index	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > features	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > postsecondary > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > features	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 9-12 > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > features	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > 5-8 > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > home	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > internet	STUDENTS - Content Publish Workflow	QC Request Received		
index	Root > NASARoot(Production) > Content > audience > forstudents > k-4 > multimedia	STUDENTS - Content Publish Workflow	QC Request Received		



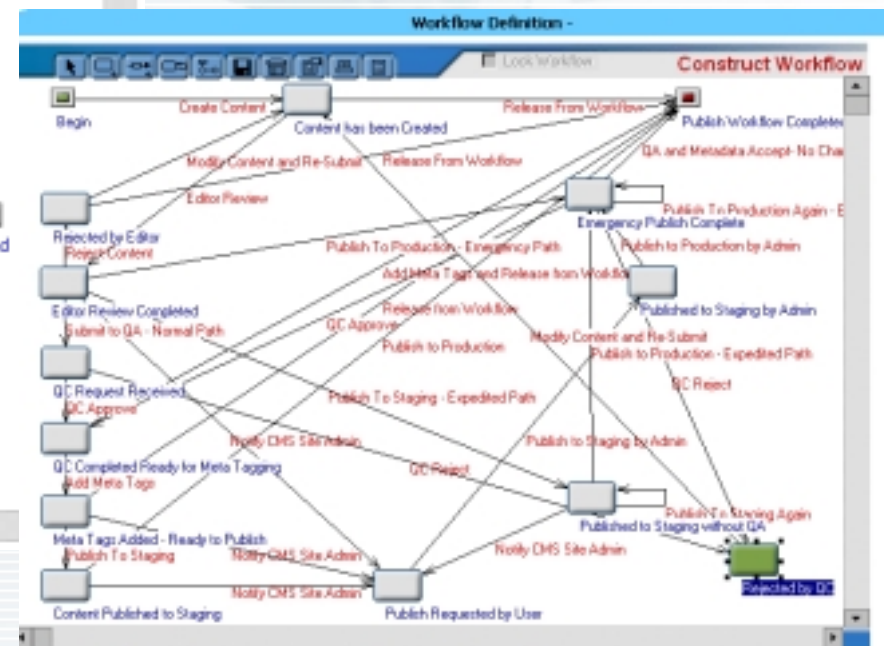
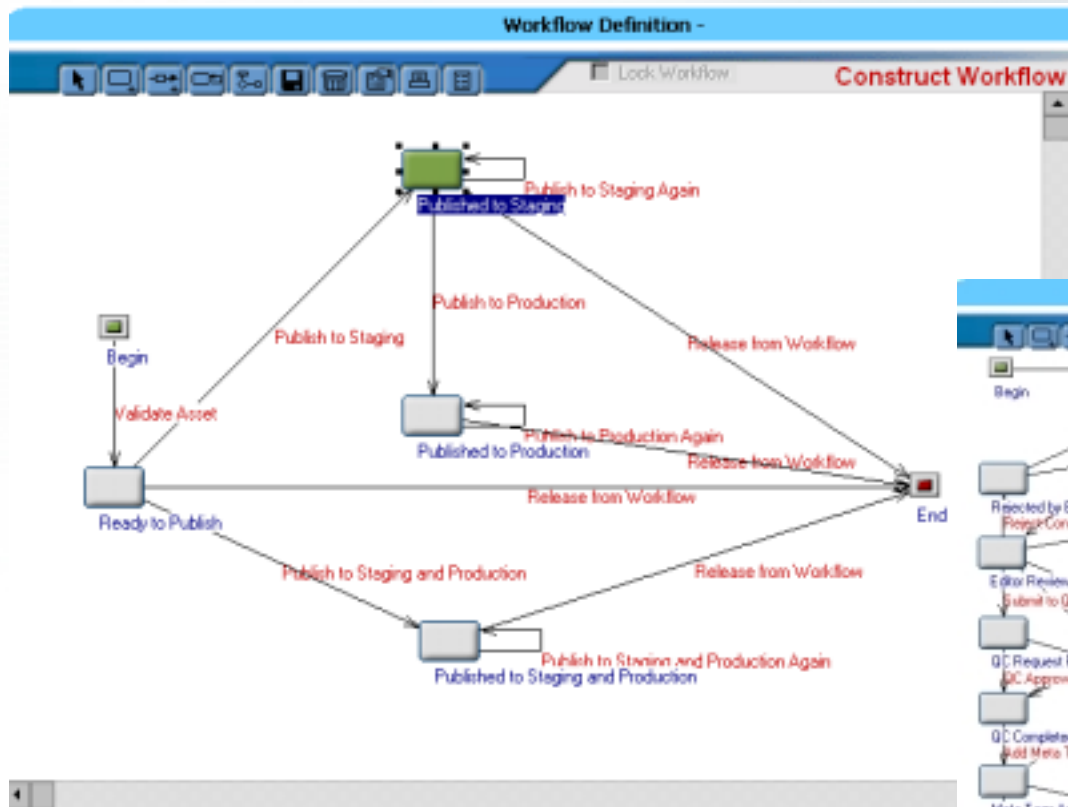
Workflow (All Workitems)

Items in the active workflow waiting for various individuals to take action (shows the Last Action, who performed it, and the Current State).

Home					
Alerts					
New CMS Version Released Monday 8/7/2011					
Click Here to view the Release Notes					
Tips for better Content Authoring					
View Comments					
All Workitems					
Item Name	Current State	Category	Workflow	Performed by	Last Action
index	QC Completed Ready for Meta Tagging	Root > NASAroot[Production] > Content > audience > forkids > home	KIDS - Content Publish Workflow	etrevanthen	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASAroot[Production] > Content > audience > forkids > activities	KIDS - Content Publish Workflow	etrevanthen	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASAroot[Production] > Content > audience > forkids > games	KIDS - Content Publish Workflow	etrevanthen	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASAroot[Production] > Content > audience > forkids > artstories	KIDS - Content Publish Workflow	etrevanthen	QC Approve
generic-010	Content has been Created	Root > NASAroot[Production] > Content > vision > universe > solarsystem	UNIVERSE - Content Publish Workflow	jheidecker	Create Content
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > postsecondary > features	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > postsecondary > internet	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > postsecondary > multimedia	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > 9-12 > internet	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > 9-12 > features	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > 9-12 > multimedia	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > 5-8 > features	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > 5-8 > internet	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > 5-8 > multimedia	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > k-4 > home	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
dm-agent1	Content has been Created	Root > NASAroot[Production] > Content > vision > universe > solarsystem	UNIVERSE - Content Publish Workflow	jheidecker	Create Content
index	QC Request Received	Root > NASAroot[Production] > Content > audience > forstudents > k-4 > internet	STUDENTS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Completed Ready for Meta Tagging	Root > NASAroot[Production] > Content > audience > foreducators > informal > features	EDUCATORS - Content Publish Workflow	keunself	QC Approve
index	QC Request Received	Root > NASAroot[Production] > Content > audience > foreducators > informal > multimedia	EDUCATORS - Content Publish Workflow	favid	Submit to QA - Normal Path
index	QC Completed Ready for Meta Tagging	Root > NASAroot[Production] > Content > audience > foreducators > informal > internet	EDUCATORS - Content Publish Workflow	keunself	QC Approve
index	QC Completed Ready for Meta Tagging	Root > NASAroot[Production] > Content > audience > foreducators > informal > multimedia	EDUCATORS - Content Publish Workflow	keunself	QC Approve

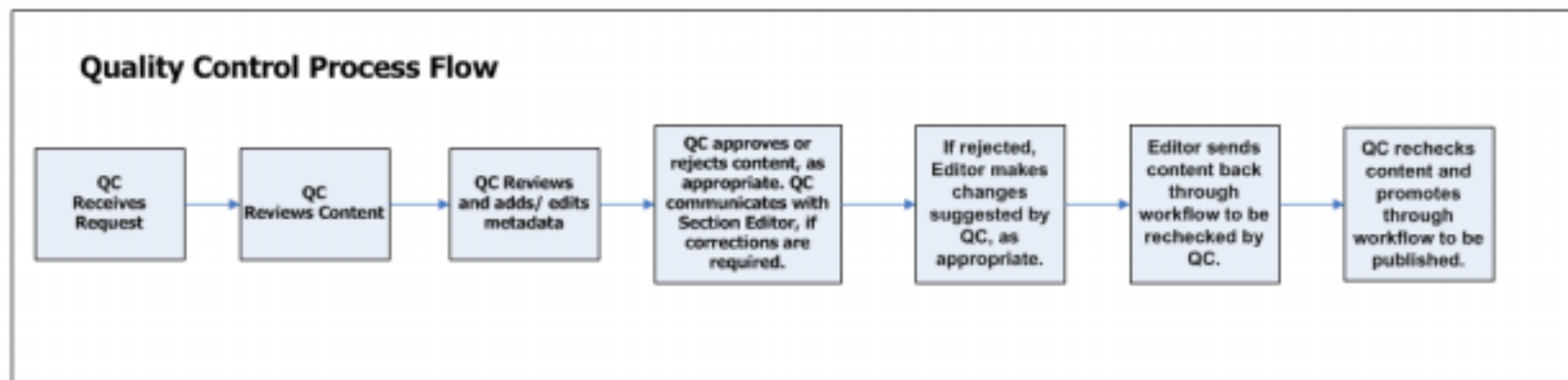
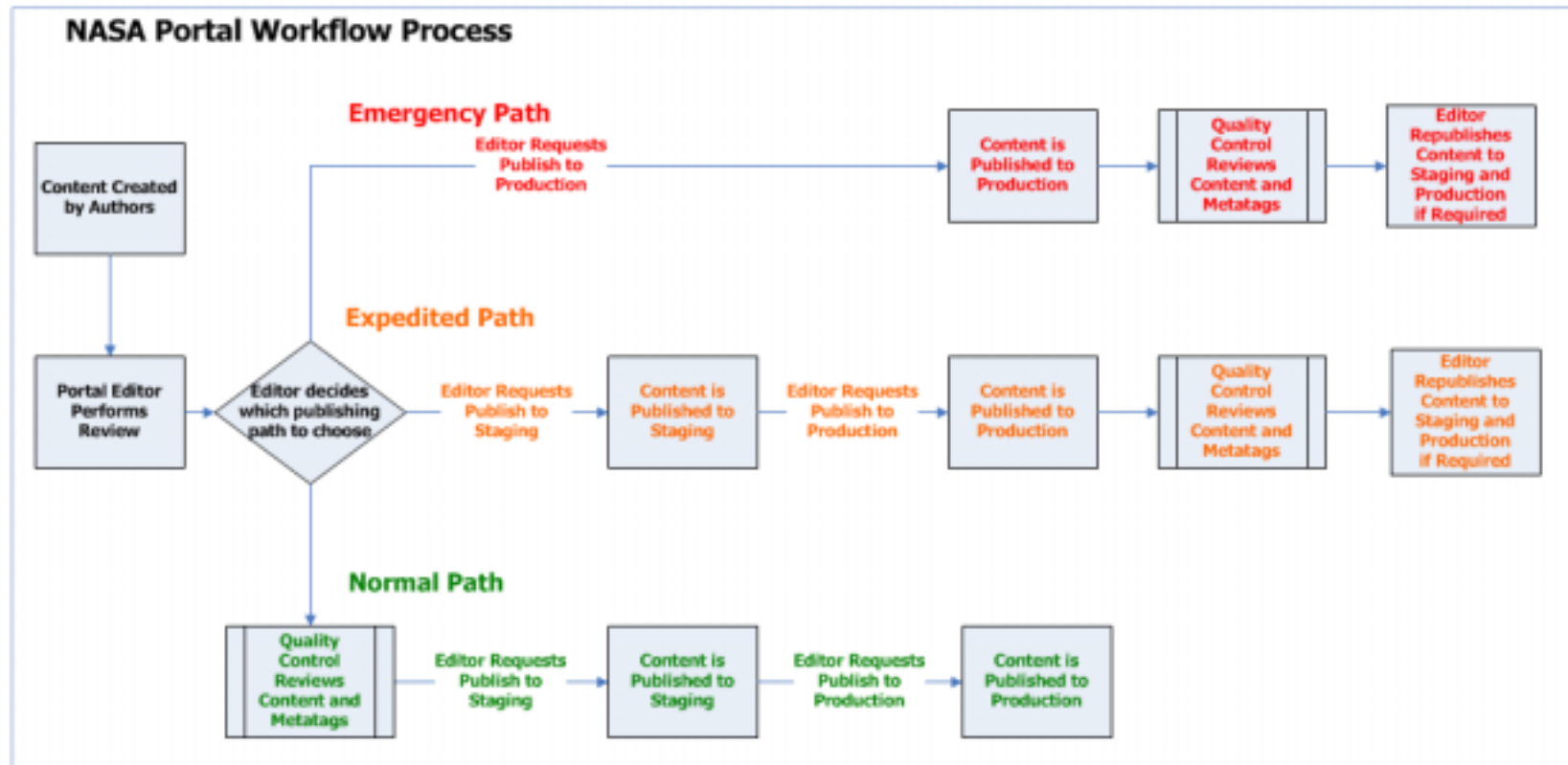


Sample Workflows





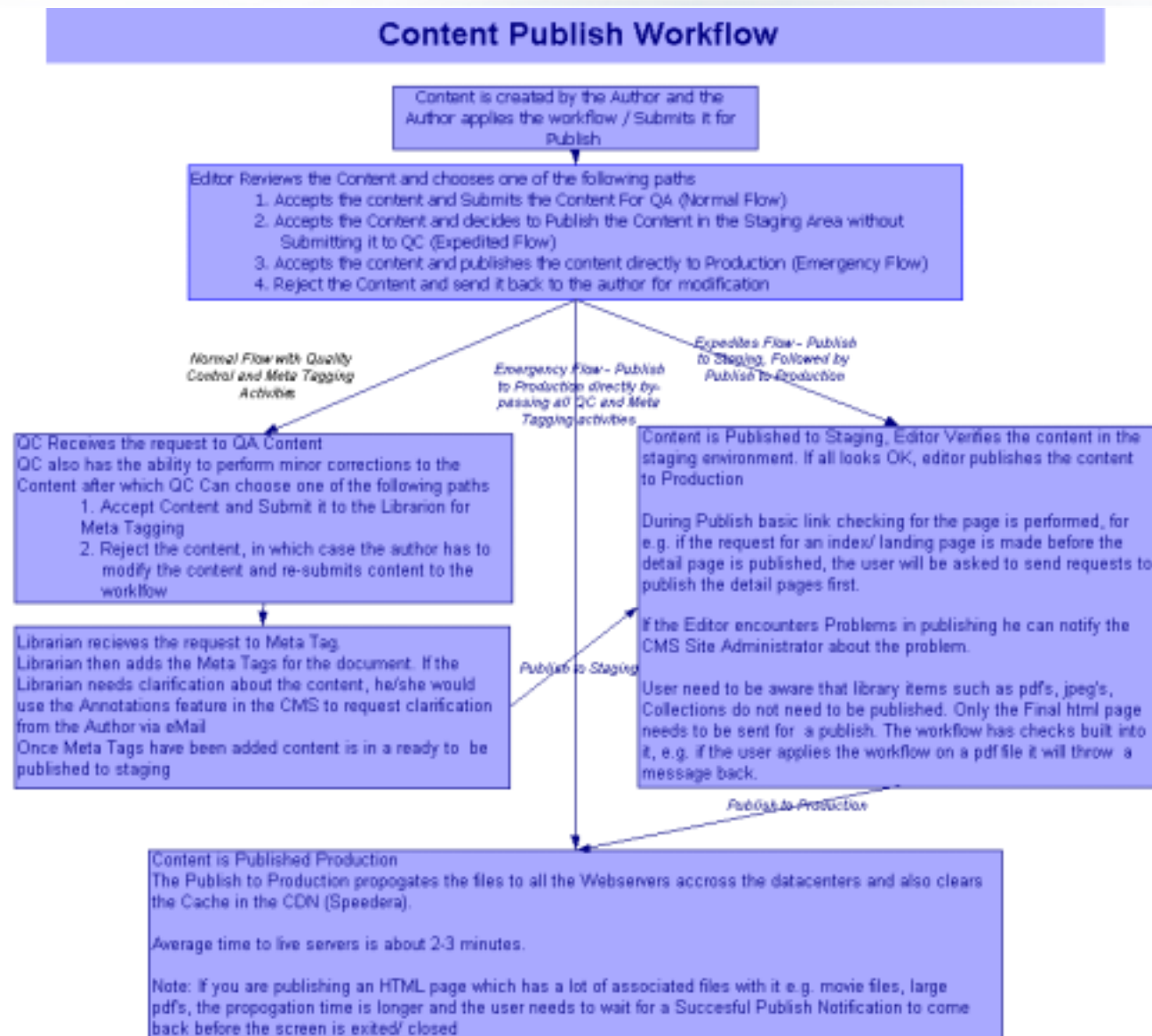
Content Publish Workflow Overview





Content Publish Workflow Overview

(An earlier view (details may be obsolete))





Module 8:

NASA Portal Simple Content Submission Form (“CMS Lite”)

(Non-technical Web-based Content Submission)



In Module 8 You Will Learn To:

- ▣ **Submit Detail Page (feature article) content, with or without associated images, into the CMS Content Publish Workflows via a simple Web-based form. The content will be reviewed by a Section Editor and considered for publication on the Portal.**
- ▣ **CMS Lite may be enhanced in the future to accommodate submission of additional content types, such as Press Releases, which employ a different CMS authoring template.**
- ▣ **URL: <http://cms.nasa.gov/cmslite>**



Using CMS Lite

- ▶ *The submitter is responsible to vet the content for technical accuracy and have it ITAR-cleared for external (public) release BEFORE submitting it via CMS Lite.*
- ▶ Content submitted via CMS Lite goes to the Section Editor responsible for the submitter-selected category, who will review and Accept/Reject it. The Section Editor may edit the content, as necessary to make it appropriate for Portal audiences. The submitter should quality check the content for correct spelling and grammar, etc., prior to submission.
- ▶ The submitter will receive a CMS-generated e-mail notification when the content is Accepted/Rejected.
- ▶ To use CMS Lite you must be connected to the *nasa.gov* network, either via a trusted direct connection from a NASA workspace or via a sponsored VPN connection.



Using CMS Lite (cont'd)

- ▶ You must provide an e-mail address that ends with nasa.gov.

Examples:

- ▶ John.Doe@nasa.gov
- ▶ John.Doe@mail.arc.nasa.gov
- ▶ John.Doe@larc.nasa.gov

- ▶ You need NOT have any knowledge of HTML, the CMS, or the Portal Information Architecture. However, simple HTML is acceptable in the Body field, such as bold, italic, and underline tags, and simple tables, as required. The Portal style sheets control most display attributes, ensuring a consistent Portal “look and feel” and visitor experience.

- ▶ **IMPORTANT!** Remove all “smart” (curly) apostrophes, quotation marks, em-dashes (—), en-dashes (–), and other special characters from your article text. Use two standard hyphens to replace an em-dash, e.g.,

The sun has a dark side -- it regularly experiences solar explosions.



Using CMS Lite *(cont'd)*

- ▣ You may select a high-level topical category in which you would like your content published, or select “Not Sure” and the Section Editor will determine appropriate placement in the Portal Information Architecture.
- ▣ *If you opt to submit images*, they must be appropriately sized with an image processing tool (e.g., Photoshop) prior to submission. Refer to the *Portal Editorial and Style Guidelines* for appropriate image sizes—available at:
http://www.hq.nasa.gov/pao/portal/docs/standards_index.pdf
Section 1.4, Production Guidelines / Image Usage
- ▣ *If you opt to submit images*, a caption of reasonable length and alternate text (an ALT tag) must be supplied for each image. The ALT tag is required for Sec. 508 (accessibility) compliance.

*See following pages for visual descriptions
of CMS Lite form fields.*



NASA Portal Content Submission Form



Content Submission Form:

Use the following form to submit your article to the NASA Portal Editors. After you have submitted you will be contacted by a NASA Portal Editor

Contact Information:

Required fields are marked with a red asterisk (*).

Name:

Phone Number:

Organization:

Email Address: *

Article Category:

Category:

Article Details:

Title:

Keywords: (Comma-separated list)

Body:

Please indicate where you believe this Article should be published by selecting a category in the dropdown box below. If you are not sure where your Article belongs, simply leave the selection on the default of "Not Sure".

about body using regular text or simple html. A Portal editor will format for you.

Type or cut/paste the body of your article with double spacing between paragraphs. *Optional (but helpful):* Insert <Image 1>, <Image 2>, etc. where you want your images to appear.

Contact info will be used by Section Editor to reach you if there are questions about your submission.

IMPORTANT! Remove all smart apostrophes, quotation marks, and special characters, such as em-dashes and en-dashes from all fields in the form.



NASA Portal Content Submission Form (cont'd)

Every submitted image must have Alternate (ALT) text for Sec. 508 (usability) compliance.

Promotional Attributes appear in a Portal Collection as a lead-in to your article (see samples and details on following pages),

Promotional Title:

Promotional Title:

Thumbnail Image: (64 wide x 48 high)

Thumbnail Image Alternate Text:

Leader Sentence: (~90 Characters)

Link URL: (Optional)

Additional Links:

Additional Link URL1:

Additional Link Label1:

Additional Link URL2:

Additional Link Label2:

Additional Link URL3:

Additional Link Label3:

Additional Link URL4:

Additional Link Label4:

The following optional fields will be used to create links to this article.

<input type="text"/>	
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	
<input type="text"/>	

Browse your local computer to select and attach a thumbnail image (see example on following pages).

The following optional fields are for additional Promotional link info

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>



NASA Portal Content Submission Form (cont'd)

Every submitted image must have corresponding Image Alternate (ALT) Text and a Caption.

Use the Additional Comments field to provide helpful information about your article to the Section Editor who will review it and decide whether to publish it on the Portal.

This box must be checked, indicating that your content is technically accurate and cleared for release to the public.

Image Uploads:

Image Upload 1:
Image Alternate Text 1:
Image Caption 1:
Image Upload 2:
Image Alternate Text 2:
Image Caption 2:
Image Upload 3:
Image Alternate Text 3:
Image Caption 3:
Image Upload 4:
Image Alternate Text 4:
Image Caption 4:
Image Upload 5:
Image Alternate Text 5:
Image Caption 5:

Additional Comments:

Additional Comments:

☐ This content has been vetted for technical accuracy. This content is free of ITAR-sensitive information and has been cleared for release to the public.

Upload any images using the fields below. You may include position references for each image in the text of your article (<Image 1>, etc).
NOTE: YOU WILL BE REQUIRED TO ADD AN ALTERNATE TEXT TAG ON EVERY IMAGE THAT YOU UPLOAD.

	Browse...
	Browse...
	Browse...
	Browse...
	Browse...

Browse your local computer to select and attach up to 5 images that will be embedded into your article. If you want them to appear in a particular order in your article body, indicate <Image 1>, <Image 2>, etc. in the text in the "Body" field.

Enter any addition comments for the Portal Editor.

Submit

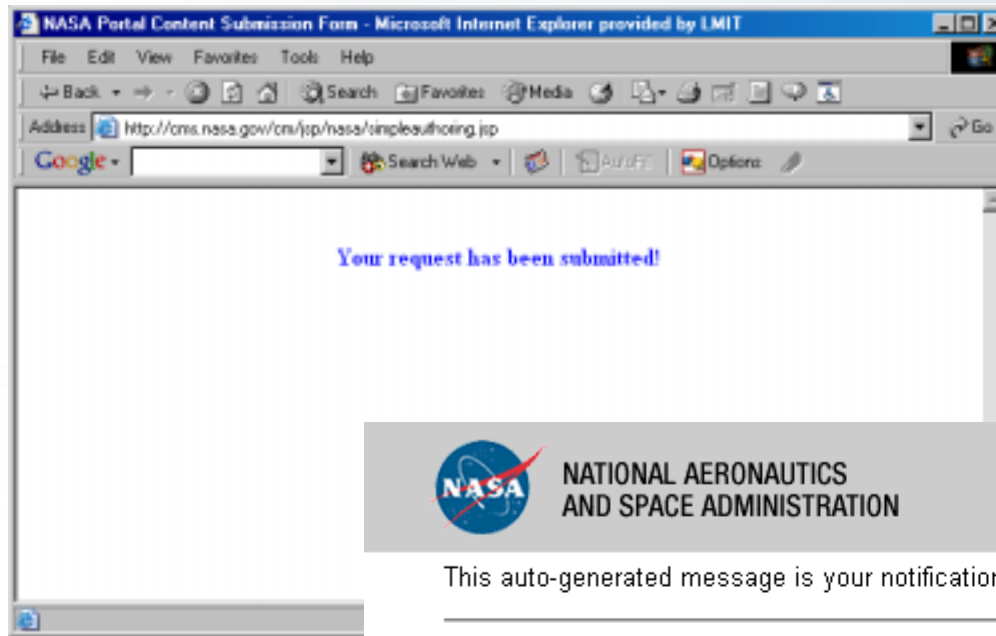
Click submit to send your content to the Publish Workflow.

Please click submit only once. The import process can take up to several minutes depending on the number of images you are uploading. The page will refresh automatically when the submission is complete and you will receive an email confirmation.



NASA Portal Content Submission Form (cont'd)

After clicking **Submit**, the browser screen will refresh and display a message that your request has been submitted. You will also receive a CMS-generated e-mail acknowledgement.



NATIONAL AERONAUTICS
AND SPACE ADMINISTRATION

Content Submission Notification

This auto-generated message is your notification for [Successful Content Submission](#)

Article Name:

Curious_Skeletons

The NASA Portal Editors have been notified about this submission.

Notification e-mail from your local instance of NASA Portal Content Management System (CMS).



Sample of a Collection

Collection

FEATURED MISSIONS



Bumpy Ride Home After 5 Months in Space

Space Station Expedition 6 Crew returns home May 4th on a Soyuz.

[+ View feature](#)



Expedition 7 Launch on Soyuz

An interactive feature of the Expedition 6 and 7 Launch and Transfer.

[+ View feature](#)



Shuttle Return to Flight

NASA identifies critical activities to ensure safe flight.

[+ View feature](#)



The Last of the Great Observatories

The Space Infrared Telescope Facility is a space-borne, cryogenically cooled infrared observatory.

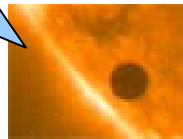
[+ View feature](#)

Promotional Attributes for one piece of content.



Sample Promotional Attributes

Promotional Thumbnail Image
(64 pixels W x 48 pixels H)



Venus Transits the Sun

Some of the best views of the rare celestial event came from space and the Web.

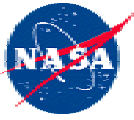
- + [Read More](#)
- + [View Image Feature](#)
- + [1.4 Mb QuickTime](#)

Promotional Title—short and catchy to attract the reader's attention.

Promotional Leader Sentence

Promotional Link Labels

The first *Link Label* and the Promotional *Thumbnail Image* both click off to the body of your article, with Title and embedded images. Optional additional Link Labels should start with a + and require a corresponding URL to which they will point. Additional Link Labels typically point to a Web page related to your article that is outside the Portal, or to a piece of related multimedia stored on a server outside the Portal.



Processing CMS-Lite Imported Content

- Content submitted via CMS Lite is imported into **Root > NASARoot(Production) > Content > Submitted_Content > [category]** where **[category]** is the selection from the “Category” drop-down field in the submission form. If “Not Sure” was selected, the content is imported into the top level group of assets.

Document Item Viewer: All Assets

Category: [Root](#) > [NASARoot\(Production\)](#) > [Content](#) > [Submitted_Content](#)

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

- [about](#)
- [kids](#)
- [multimedia](#)
- [students](#)
- [earth](#)
- [media](#)
- [news](#)
- [universe](#)
- [educators](#)
- [missions](#)
- [space](#)

Sub-categories

Top level

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked-out by	Curr. ver.	Action	Annot.
Curious_Skeletons	9.711	main			09-Oct-2004 02:54:00 PM		1		
Stennis_Space	3.302	main			14-Sep-2004 12:27:21 PM		1		
JPL_Test	4.629	main			26-Aug-2004 06:37:36 PM		2		
Test_Article	9.929	main			25-Aug-2004 02:26:02 PM		2		
test	2.915	main			12-Aug-2004 04:23:07 PM		1		
Test_Doc	7.428	main			21-Jul-2004 04:34:50 PM		2		
Test_CMS	4.744	main			14-Jul-2004 11:25:46 PM		1		



Processing CMS-Lite Imported Content (cont'd)

- ▶ The following example is a portion of the published feature article:
http://www.nasa.gov/vision/earth/livingthings/19jun_cytoskeletons.html
- ▶ **The Section Editor or designee must move the content (both document and image assets) from *Submitted Content* to the appropriate place in the Portal IA before applying a Publish Workflow.**
- ▶ Some clean-up will also be required before the asset can be published. This can be done either before or after the assets are moved.
- ▶ Open and check out the asset.

Click the asset name and choose *Edit | Content*

Document Item Viewer: All Assets

Category: Root > NASARoot(Production) > Content > Submitted Content

View mode: All Assets

Perform Action: Perform action

Last Visited Categories

- about
- kids
- multimedia
- students
- earth
- media
- news
- universe
- educators
- missions
- space

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked-out by	Curr. ver.	Action	Annot.	
Curious Skeletons	9.711	main			09-Oct-2004 02:54:00 PM		1			
Curious Skeletons			Content							
Curious Skeletons			Properties		14-Sep-2004 12:27:21 PM		1			
Curious Skeletons			Metadata							
JPL Test			Access Control		26-Aug-2004 06:37:36 PM		2			
Test Article					25-Aug-2004 02:26:02 PM		2			
test					12-Aug-2004 04:23:07 PM		1			
Test Doc					21-Jul-2004 04:34:50 PM		2			
Test CMS					14-Jul-2004 11:25:46 PM		1			



Processing CMS-Lite Imported Content (cont'd)

- ▶ The imported image embed codes appear in a group at the bottom of the *Body* field in the Authoring Template. Each image tag is preceded by an HTML comment tag containing the image name, e.g., `<!-- needle_97.jpg-->`, and is followed by the associated image caption, surrounded by a caption-formatting `` tag.

- ▶ **Take note of the image file names.**


Carefully cut and paste the image tags and captions into the appropriate place in the article body. Continue to tweak and preview the article. When satisfied, **Check In** the asset to be able to move it.

Use the cookie-crumbs trail to return to the Document Item Viewer category listing.

```
Body: [Non-Editable]
applied a magnetic field.<br />
<br />
"The beads turned and tried to align with the field, just like a compass needle would want to align with the earth's magnetic field,"
explains Ingber. The beads twisted the integrins and, in turn, tweaked the cytoskeleton. As more stress was applied, the cytoskeleton
became stiffer and stiffer. In fact, it became so stiff that the beads couldn't be turned much past a few degrees.<br />
<br />
Tugging on integrins not only caused the cytoskeleton to stiffen, it also activated certain genes. "Activating a gene" means coaxing a
gene to generate RNA and proteins. That's important because proteins are little messages that signal the cell to take action. Tinkling
the cytoskeleton, it seems, can make cells switch between different genetic programs.<br />
<br />
Even before the magnetic bead experiment, Ingber's group at Harvard had already discovered a link between cell geometry and cell
behavior. In one experiment they forced living cells to take on different shapes--spherical or flattened, square or round--by placing
them on tiny adhesive islands of extracellular matrix. Cells that were flat and stretched tended to divide. Cells that were round and
cramped tended to die.<br />
<br />
<Image 3> <br />
<br />
Right: Cytoskeletons give red blood cells their characteristic flat shape. [more]<br />
<br />
Says Ingber: "Mechanical restructuring of the cell and cytoskeleton apparently tells the cell what to do."<br />
<br />
Very flat cells with taut cytoskeletons somehow sense that more cells are needed -- to cover a cut, for example. Rounder, cramped
cells might sense an overpopulation problem and decide it's time to die and make room for others. In either case, they are responding
to a control system in which the shape-shifting cytoskeleton serves as a switching mechanism.<br />
<br />
The potential implications of this research are vast -- and not limited to space travel. It has already led to a prospective cancer
treatment based on changes in cell shape. And it could provide new treatments for osteoporosis, cardiac disease, lung problems and
developmental abnormalities. Every tissue in the body, says Ingber, has some disease that results from cells responding abnormally to
mechanical forces.<br />
<br />
<!-- needle_97.jpg--><?lib name="needle_97.jpg" id="66586" branchid="main" version="*" elementId="3" props="2=5|-|3=5|-|6=0|-|7=The Needle
Tower by Kenneth Snelson|-|8=Bottom" ?><br /><span class="detailImageDesc">Right: The Needle Tower -- a 1969 tensegrity
sculpture by artist Kenneth Snelson -- viewed from below.</span><br /><!-- actin_97.jpg--><?lib name="actin_97.jpg" id="66584"
branchid="main" version="*" elementId="3" props="2=5|-|3=5|-|6=0|-|7=Cytoskeleton of human endothelial cells|-|8=Bottom" ?
><br /><span class="detailImageDesc">Below: Cytoskeletons of human endothelial cells glow green in this immunofluorescent
micrograph. The filaments meet in triangular structures resembling a geodesic dome -- an example of tensegrity.</span><br /><!--
redbloodcells_97.jpg--><?lib name="redbloodcells_97.jpg" id="66585" branchid="main" version="*" elementId="3" props="2=5|-
|3=5|-|6=0|-|7=Red blood cells|-|8=Bottom" ?><br /><span class="detailImageDesc">Right: Cytoskeletons give red blood cells their
characteristic flat shape.</span><br />
```



Processing CMS-Lite Imported Content (cont'd)

- ▶ You are now ready to move the images and document asset to the appropriate place in the Portal architecture. Use the View Library icon () to toggle to the Library Item Viewer for the same Category.
- ▶ Locate the image assets you wish to move and click the check box at the far right of the appropriate asset(s). Select *Move* from the *Perform Action* drop-down field.

Library Item Viewer: All Assets

View mode: All Assets













Category: [Root](#) > [NASARoot\(Production\)](#) > [Content](#) > [Submitted Content](#)

Last Visited Categories

- [about](#)
- [kids](#)
- [multimedia](#)
- [students](#)
- [earth](#)
- [media](#)
- [news](#)
- [universe](#)
- [educators](#)
- [missions](#)
- [space](#)


Perform Action: Perform action


- Perform action
- Check-in
- Check-out
- Undo Check-out
- Copy
- Delete
- Move**
- Download
- Metadata

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked-out by	Curr. ver.	Action	Annot	
 actin_97.jpg	15.215	main			09-Oct-2004 02:54:01 PM		1			<input checked="" type="checkbox"/>
 needle_97.jpg	9.11	main			09-Oct-2004 02:54:03 PM		1			<input checked="" type="checkbox"/>
 redbloodcells_97.jpg	14.394	main			09-Oct-2004 02:54:02 PM		1			<input checked="" type="checkbox"/>
 skeleton_tn_97.jpg	4.535	main			09-Oct-2004 02:54:04 PM		1			<input checked="" type="checkbox"/>



Processing CMS-Lite Imported Content (cont'd)

In the *Select Category* pop-up window, click the  boxes to open the Categories until you find the Category you want. The Category list mirrors the Portal navigation architecture you are used to.


Sub-categories with a yellow circle () are at the lowest level. Wait to click the Category name until you are sure it's the Category you want.

Remember! Published Portal pages display the left navigation that corresponds to the Category where the assets reside.





Processing CMS-Lite Imported Content (*cont'd*)

- ▶ After moving the image assets use the View Document icon () to toggle back to the Document Item Viewer and perform the same *Move* function to move the document asset to the same Category.
- ▶ Use the cookie-crumb trail to navigate to the new Category, Preview your document again, if desired.
- ▶ Apply the Publish Workflow to publish your document, as usual.
- ▶ ***NOTE: If you decide not to use a CMS-Lite submitted article, please move the document and image assets to the Recycle Bin (see next page).***



Processing CMS-Lite Imported Content (*cont'd*)

- ▶ Use the same *Move* function to move Document and Library assets to the Recycle Bin, which is purged periodically.





Module 9:

Flash Content



In Module 9 You Will Learn To:

- ▶ **Create stand-alone and external Flash content in the CMS.**
- ▶ **Ensure that your Flash content is 508 compliant for accessibility.**
- ▶ **Flash assets can prevent some site visitors who use screen readers from tabbing through the content. Two types of Flash assets are used on the Portal:**
 - ▶ **Stand-alone Flash assets are typically small .swf files used for banners. They can be uploaded into the CMS Library and embedded and previewed like other images.**
 - ▶ **Complex (external) Flash modules with referenced images are typically used in dynamic galleries in the Portal Multimedia area.**



Creating Stand-alone Flash Assets

- ▶ Simple Flash assets are created in the Library Item Viewer.
- ▶ Use the Create Library Item (📄) icon

The screenshot shows the 'Library (test_flash)' interface. On the left is a 'Content Tools' sidebar with links like Home, Content Authoring, Documents, Library Items, Search, Content Management, My Profile, My Preferences, CMS Training Home, View Template Guide, Bookmarks, test bookmark, Vision@Iniverse, Library viewer, Document viewer, OM Documents, OM Library, ASK, APP, Facts, File Documents, and More... The main area has tabs for Properties, Content, Meta Data, Access Control, and Related Documents. The 'Properties' tab is active, showing fields for Asset Name (test_flash), Element Type (Flash), Keywords, Start Date (05-APR-2004), End Date (14-MAY-2005), Priority (1), Owner (etrevvarthen), Originator (etrevvarthen), Modified by (etrevvarthen), Date Modified (05-APR-2004), Active (checked), Locale (English(United States)), and Description. A blue callout box points to the 'Flash' dropdown menu with the text 'Choose Element Type: Flash'. Another blue callout box points to the 'Update' button with the text 'Click Update to Save and proceed to Content creation.' At the bottom are buttons for Update, Delete, and Back.



Creating Stand-alone Flash Assets (cont'd)

Content (test_flash)

Properties Content Meta Data Access Control Related Documents

Asset: test_flash Modified by: N/A Branch: main Version: Draft

Mode: [Editable] Locks ☐ Actions Perform action

Movie: Browse...

Width of the movie:

Height of the movie:

Name/Id of the movie:

Quality:

Background color:

Scale:

Menu of the movie:

ClassId:

Location of the player(Object specific):

Location of the player(Embed specific):

Mime_Type:

Browse to locate the .swf file on your local system. Accept the defaults for all other fields. The width and height will be populated when you click *Update*.

After Update, click the *Preview* icon to preview the Flash. Click *Update & Check In* when done.

Content (banner_universe2-3-19-04)

Properties Content Meta Data Access Control Related Documents

Asset: banner_universe2-3-19-04 Modified by: etouch Date: 04/05/2004 Branch: main Version: Draft

Mode: [Editable] Locks ☐ Actions Perform action

Movie: Browse...

File:

Width of the movie:

Height of the movie:

Name/Id of the movie:

Quality:

Background color:

Scale:

Menu of the movie:

ClassId:

Location of the player(Object specific):

Location of the player(Embed specific):

Mime_Type:



Creating Stand-alone Flash Assets (cont'd)

- ▶ For 508 compliance you must create a text-only version of your Flash asset.
- ▶ Navigate to the corresponding Category in the Document Item Viewer and create a new document asset.
- ▶ Use: Authoring Template: *Detail Page Template*
 Presentation Template: *Detail Page Template(1 column)*

Document (universe_banner.txt)

Properties Content Meta Data Access Control Related Documents

Asset Name: universe_banner.txt

Auth. Template: Detail Page Template

Pres. Templates: Detail Page Template(1 colu Select Clear

Doc Type: New Editable

Doc Family: Document

Keyword:

Start Date: 18-NOV-2003

End Date: 27-DEC-2007

Priority: 1

Owner: krusnell

Originator: krusnell

Modified by: krusnell

Date Modified: 19-MAR-2004

Active: ☒

Locale: English(United States)

Update Back

This example is for a rotating Flash banner with 4 images

Document Content (universe_banner.txt2)

Properties Content Meta Data Access Control Related Documents

Assets: universe_banner.txt2 Modified by: stewarten Date: 04/05/2004 Branch: main Version: Draft

Mode: [Editable]

Tasks: [Perform Action]

Detail Page

Page Title: None

Title: None

Body:

```
<!-- Body starts -->
<a href="http://www.jpl.nasa.gov/flash/mars-landing/" target="_blank"><strong>Mars 2004</strong></a>
<br />
Mars 2004 -- Explore the landing sites for the twin Mars Exploration Rovers
<br /> <br />

<a href="http://planetquest.jpl.nasa.gov/venus_transit.html" target="_blank"><strong>Venus Transit and the Search for New
Worlds</strong></a>
<br />
(PLANET QUEST) - Teachers, students and the public are invited to participate in an interactive discussion with NASA scientists about a
rare astronomical event.
<br /> <br />

<a href="http://hubblestargazing.com/striking_encounters/" target="_blank"><strong>Striking Encounters
</strong></a>
<br />
Galaxy collisions are one of the most exotic phenomena in our universe. Check out "Striking Encounters," a multimedia treatment of
this fascinating subject.
<br /> <br />

<a href="http://photojournal.jpl.nasa.gov/" target="_blank"><strong>Planetary Photojournal</strong></a><br />
View the wonders of space.
<br /> <br />

<a href="http://mars.jpl.nasa.gov/mro/" target="_blank"><strong>Mars Exploration Rovers</strong></a><br />
Robot geologists are the next in line to visit the red planet.
<br /> <br />

<!-- Body ends -->
```

Update Back

Click Update to proceed to Content creation.



Creating Stand-alone Flash Assets (cont'd)

- ▶ Finally, create the document asset into which you will embed your Flash asset and the text-only document
- ▶ Use: **Authoring Template:** *Embeddable HTML Snippet*
Presentation Template: *Embeddable Snippet Prez. Template*

Document (Center_Flash_banner_universe)

Properties Content Meta Data Access Control Related Documents

Asset Name*: Center_Flash_banner_universe

Auth. Template*: Embeddable HTML Snippet

Pres. Template*: Embeddable Snippet Prez. t Select Clear

Doc Type*: Not Embeddable

Doc Family*: Document

Keywords: MER landing site, Photojournal, Solar System Exploration

Start Date: 18-NOV-2003

End Date: 27-DEC-2007

Priority: 1

Owner: kmunsell

Originator: kmunsell

Modified by: kmunsell

Date Modified: 19-MAR-2004

Active: ☒

Locale*: English(United States)

Description: Flash banner highlighting MER landing site

Update Back

Click Update to proceed to Content creation.



Creating Stand-alone Flash Assets (cont'd)

- ▶ Use the following Script in the *Content* field of the Authoring Template.
- ▶ Embed your Flash Library asset and your banner text document.

Document Content (Center_Flash_banner_universe)

Properties **Content** **Meta Data** **Access Control** **Related Documents**

Asset: Center_Flash_banner_universe **Modified by:** agreicius **Date:** 03/19/2004 **Branch:** main **Version:** 4
Mode: [Read Only] Checked in successfully. **Lock:** ☐ **Perform Action**

WYSIWYG: ☐

Embeddable HTML Snippet

Content: [Non-Editable]

Embedded Flash library item

```
<script language="javascript" type="text/javascript">
    var fstr = "";
    if(hasFlash(5)) {
        fstr+='<?lib name="banner_universe2-3-19-04" id="57052" branchid="main" version="*" elementId="10" ?
    } else {
        fstr+='<a href="<?doc name="universe_bannertext" id="26537" branchid="main" version="*"
sourceonly="true" family="3" ?>"><?lib name="venusTransit_363_123_ad.jpg" id="56358" branchid="main" version="*"
elementId="3" ?>';
    }
    with(document) { open('text/html'); write(fstr); close(); }
</script>
```

Embedded text-only document asset



External (Complex) Flash Assets

▣ External Flash assets

- Are typically a bundle of one or more files.
- Are developed outside the CMS, “zipped” from the topmost directory, then uploaded into the CMS Library as a single “zip” file.
- Cannot be previewed within the CMS.
- Must be published (*i.e.* unzipped) using a special Publish Workflow before the Flash asset can be referenced in a CMS document.



External (Complex) Flash Assets

▣ Steps for Creating an External Flash

- ▶ Assemble all the required elements on your Desktop in the required directory structure. Test the Flash! The entire Flash should work as a stand-alone on your Desktop before you upload it into the CMS.
- ▶ Give the topmost directory a descriptive name, e.g., *soyus_photo_gallery*.
- ▶ Zip the files from the topmost directory and name the zip archive with the same name, e.g., *soyus_photo_gallery.zip*
- ▶ Upload the zip file into the CMS Library Category:
Root > NASARoot(Production) > Content > externalflash
- ▶ Apply the *Unzip Flash Files Workflow* to publish (unzip) the files onto the Staging/Production server. The files get unzipped within the external flash folder under the docroot.
NOTE: Only designated content creators have access to use this Workflow. If you need to create external flash modules, please request access.
- ▶ Once the Flash is published, create a document asset, using only the Promotional attributes of the Authoring template. Embed the Flash into the Promotional Link URL field. The embed must start with:
`javascript:NewWindow('/externalflash/...`

Promotional Date: [Non-Editable]

Promotional Title: [Non-Editable]

NASA Celebrates 100 Years of Flight

Promotional Thumbnail Image: [Non-Editable]

<?lib name="cof_100x75" id="35012" branchid="main" version="*" elementId="3" ?>

Promotional Leader Sentence: [Non-Editable]

An interactive feature highlighting NASA's contribution to the first 100 years of flight.

Promotional Link URL: [Non-Editable]

javascript:NewWindow('/externalflash/centflight/output/checkflash.html','name','750','543','no')

Promotional Link Label: [Non-Editable] + View this interactive feature



Appendix



Portal Publishers Support Site

- ▶ Publishing Resources
- ▶ Portal Documentation and Tools
- ▶ Editorial and Production Standards and Guidelines
- ▶ Portal Project Links
- ▶ Affinity Kit
- ▶ Contact Info
- ▶ Portal News
- ▶ FAQ

<http://www.hq.nasa.gov/pao/portal/>





Set Preferences (General)

Content Tools

- Home
- Content Authoring
- Search
- Content Management
- My Profile
- My Preferences**
- CMS Training Home
- View Template Guide
- Bookmarks
 - Vision Universe
 - Library viewer
 - Document viewer
 - KM Documents
 - KM Library
 - ASK
 - APPL
 - FAQs
 - File Documents
 - File Library Items

My Preferences

Check in / Check out

Deploy check in / check out comments:

Lock an asset while check out:

Default expected check in date: Days

Customize Left Navigation Bar

Show Links

- Home
- Content Authoring
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide

Hide Links

Email Notification

Access Notification:

System Notification

Show System Notification:

Display Preferences

Background Color: [Choose color](#)

Number of bookmarks in left navigation bar:

Number of elements in stack of last visited categories:

Icon Size:

Page Size:

Preferred size of preview window:

Round off size of Document / Library Items while Display:

Date / Time

Date Format like(dd-MMM-yyyy):

Date / Time Format like(dd-MMM-yyyy hh:mm:ss a):

Default Webdav Editor

Webdav Editor:

- ▶ Click **My Preferences** under **Content Tools** in the CMS left navigation to modify your general CMS preferences.
- ▶ Remember to click **Submit** to save your changes. You may also use the **Restore Defaults** button.



Set View Preferences

Viewing Preferences-Library Viewer (All Assets)

Filter Options

Select library type:

file
Flash
image
link
XSL-Include

View Columns

Show Columns

Size
Parent Branch
Locked by
Checked out by

Sorting Option

Columns:

Order:

Thumbnail View: ☐ Columns in each row

Save permanently

Viewing Preferences-Documnet Viewer (All Assets)

Filter Options

Select document type:

Xml
Xsl
Document
Document Template
Html


Asset Name like:

View Columns

Show Columns

Hide Columns

Size

Click the Set View Preferences icon () in both the Document Item Viewer and the Library Item Viewer to set view and sorting preferences for the pop-up windows that appear when embedding a library item or document. You must set View Preferences for both the Document Item Viewer and the Library Item Viewer separately. Remember to *Save permanently* or *Save for this session*.

Order:

Type
Checked out by

Descending

Save permanently

Save for this session



Set View Preferences (cont'd)

Digital Asset Management

Welcome Ellie Trevanthen

Content Authoring > Documents > Root > NASARoot(Production) > Content > vision > universe > features

Content Tools

- Home
- Content Authoring
- Documents
- Library Items
- Search
- Content Management
- My Profile
- My Preferences
- CMS Training Home
- View Template Guide
- Bookmarks
- test bookmark
- Vision/Universe
- Library
- Documents
- KM Documents
- KM Library
- ASK
- APPL
- Facts
- Ellie Documents
- More...

Document Item Viewer: All Assets

View mode: All Assets

Perform Action

- My Assets
- My Check outs
- All Assets
- History (all versions)
- Current versions

Category: Root > NASARoot(Production) > Content > vision > universe > features

Last Visited Categories

Asset Name	Size (K)	Branch	Parent	Locked by	Date Modified	Checked out by
features	16.656	main			01-Apr-2004 10:45:41 AM	90
26mar_einstein	25.649	main			01-Apr-2004 10:39:19 AM	2
universe_banner_text	9.189	main			19-Mar-2004 07:23:54 PM	3
Center Flash banner universe	1.154	main			19-Mar-2004 07:11:27 PM	4
solzner-030804	12.613	main			08-Mar-2004 01:11:08 PM	7
universe_banner_text2	9.161	main			02-Mar-2004 06:19:15 PM	2
make_3D	20.69	main			02-Mar-2004 04:25:54 PM	12
shortcut_standust	7.77	main			31-Dec-2003 11:30:49 AM	1
shortcut_mer	7.798	main			31-Dec-2003 11:20:12 AM	2
IMT_Aurora	7.798	main			03-Dec-2003 12:41:54 PM	4
banner_flash_MER-landing	1.153	main			02-Dec-2003 12:48:16 PM	1
fullscreen_sound	19.179	main			31-Oct-2003 08:52:54 PM	4

For maximum flexibility you must set preferences individually for the various View modes: My Assets, My Checkouts, All Assets, etc.



CMS Icon Reference

	Advanced Search		Draft		Refresh Page
	Alert		Edit		Rule
	Asset Reference (Manual Collection)		Edit Category		Schedulable Task Preferences
	Authoring Template		Error		Scheduled Tasks
	Bookmarks		Help		Search
	Branch		Hyperlink		Search Agent (Dynamic Collection)
	Bulk Upload		Information		Undo Checkout
	Check In		Logout		User
	Check Out		Manual Task		User Access Profile
	Close Popup Window		Manual Task Preferences		User Access Validity Dates
	Content Category		Merge		User Preferences
	Copy		Move		Version
	Create Category		New asset (not yet versioned)		View Audit Trail
	Create Label (Tag)		Notes		Warning
	Create New Asset		Open Document Viewer		Workflow
	Delete		Open Library Viewer		Workitem
	Difference		Pipeline		Workitem Preferences
	Document		Presentation Template		
	Download		Preview		